

Personnel File Review

1st Quarter

Review Period: January - March 2010

NUMBER OF REVIEWS COMPLETED:

Statewide	177
CSA - Boys & Girls Home of Nebraska	29
NSA - Boys & Girls Home of Nebraska	25
WSA- Boys & Girls Home of Nebraska*	0
SESA - Overall	104
SESA - Cedars	30
SESA - Visinet	38
SESA - KVC Behavioral Healthcare Nebraska	36
ESA-Overall	19
ESA-KVC Behavioral Healthcare Nebraska	19
ESA-Visinet	0
ESA-Nebraska Families Collaborative	0

** There were no reviews completed for the Western Service Area during this period under review.*

SUMMARY OF STATEWIDE RESULTS:

Strengths (Areas with the highest achieved percentage):

- 98% The contractor ensures that all staff providing transportation have a current and valid driver's license.
- 98% The contractor ensures that the Service Coordinator/Supervisor has a minimum of a Bachelor's degree.
- 96% The contractor ensures that all staff providing transportation have no more than 6 points assessed on their driver's license.
- 96% The contractor ensures that all staff providing transportation do not have current limitations that would interfere with safe driving.
- 95% The contractor ensures that the Service Coordinator/Supervisor has a minimum of 24 hours of ongoing training per calendar year
- 94% The contractor ensures that all employees that deliver direct services and their supervisors meet all educational and qualifications outlined in the evidence based models used by the Contractor.

Areas Needing Improvement (Areas with the lowest achieved percentage):

- 25% The contractor ensures that individuals who conduct home studies have three positive letters of reference.
- 40% The contractor ensures that individuals who conduct home studies have a current resume showing education and experience.
- 41% The contractor ensures that applicable persons are trained upon hiring and annually on the requirements of the Multi-Ethnic Placement/Inter-Ethnic Adoption Provision.
- 42% The contractor ensures that applicable persons are trained upon hiring and annually on requirements of the Indian Child Welfare Act (ICWA).
- 45% The contractor does not allow an individual with an identified record to have contact with children, youth and families without an exception from the Service Area Administrator.
- 54% The contractor conducts out of state background checks.

** Questions 8a, 8b and 8c were added to the review tool in the 3rd Quarter.*

Personnel File Review

Review Period: January - March 2010

Statewide

Total Number of Reviews:

177

CSA (29); NSA (25); SESA(104); WSA(0); ESA(19)
Boys & Girls (54); KVC (55); NFC (0); Visinet (38); Cedars (30)

** There were no reviews completed for the Western Service Area during this period under review.*

Background Checks	<u># Yes</u>	<u># Applicable</u>	<u>% Achieved</u>
1 National	157	176	89.20%
2 Out of State	29	54	53.70%
3 In State	147	174	84.48%
4 Local	160	174	91.95%
5 Internet Search	154	175	88.00%
6 Ongoing Background Checks	24	26	92.31%
7 Exceptions	15	33	45.45%
8 Record Maintenance	140	171	81.87%
8a Work Eligibility Status: E-VERIFY	NA	NA	NA
8b. Work Eligibility Status: US Citizenship Attestation Form	NA	NA	NA
8c. Work Eligibility Status: SAVE Program	NA	NA	NA
Transportation	<u># Yes</u>	<u># Applicable</u>	<u>% Achieved</u>
9 Driver's License	172	175	98.29%
10 Auto/Medical Insurance	139	171	81.29%
11 Points Assessed	165	171	96.49%
12 Limitations	159	165	96.36%
13 Defensive Driving Course	126	170	74.12%
Drug Screening	<u># Yes</u>	<u># Applicable</u>	<u>% Achieved</u>
14 Drug Tests	136	171	79.53%
References	<u># Yes</u>	<u># Applicable</u>	<u>% Achieved</u>
15 References - Home Study Staff	1	4	25.00%
Education	<u># Yes</u>	<u># Applicable</u>	<u>% Achieved</u>
16 Education - ALL Employees	167	177	94.35%
17 Education - Home Study Staff	2	5	40.00%
18 Education - Service Coordinator	112	114	98.25%
Training	<u># Yes</u>	<u># Applicable</u>	<u>% Achieved</u>
19 ALL STAFF - Initial Training	136	173	78.61%
20 ALL STAFF - Ongoing Training	39	43	90.70%
21 MULTI ETHNIC PLACEMENT	50	122	40.98%
22 ICWA	51	122	41.80%
23 CFS Pre Service Training	101	114	88.60%
24 Ongoing Training - SC/Sup	19	20	95.00%