

# Personnel File Review

## 2nd Quarter

Review Period: April - June 2010

### NUMBER OF REVIEWS COMPLETED:

Statewide	138
CSA - Boys & Girls Home of Nebraska	20
NSA - Boys & Girls Home of Nebraska	24
WSA- Boys & Girls Home of Nebraska*	38
SESA - Overall	31
SESA - KVC Behavioral Healthcare Nebraska	31
ESA-Overall	25
ESA-KVC Behavioral Healthcare Nebraska	0
ESA-Nebraska Families Collaborative	25

### SUMMARY OF STATEWIDE RESULTS:

#### **Strengths (Areas with the highest achieved percentage):**

- 100% The contractor ensures that the Service Coordinator/Supervisor has a minimum of 24 hrs of ongoing training.
- 98% The contractor ensures that all staff providing transportation have no more than 6 points assessed on their driver's license.
- 95% The contractor ensures that all staff providing transportation do not have any current limitations that would interfere with safe driving.
- 94% The contractor ensures that individuals who conduct home studies have a current resume showing education and experience.
- 93% The contractor ensures that the Service Coordinator/Supervisor has a minimum of a Bachelor's degree.
- 91% The contractor ensures that all staff providing transportation have a current and valid driver's license.

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

- 29% 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.
- 39% The contractor conducts out of state background checks.
- 47% The contractor ensures that applicable persons are trained upon hiring and annually on requirements of the Indian Child Welfare Act (ICWA).
- 51% The contractor ensures that applicable persons are trained upon hiring and annually on the requirements of the Multi-Ethnic Placement/Inter-Ethnic Adoption Provision.
- 58% The contractor provides ONGOING training to staff on required topics.
- 58% The contractor ensures that individuals who conduct home studies have three positive letters of reference.

# Personnel File Review

Review Period: April - June 2010

## Statewide

Total Number of Reviews:

138

CSA (20); NSA (24); SESA(31); WSA(38); ESA(25)  
Boys & Girls (82); KVC (31); NFC (25)

Background Checks	# Yes	# Applicable	% Achieved
1 National	101	137	73.72%
2 Out of State	15	38	39.47%
3 In State	90	136	66.18%
4 Local	82	136	60.29%
5 Internet Search	118	136	86.76%
6 Ongoing Background Checks	10	11	90.91%
7 Exceptions	8	28	28.57%
8 Record Maintenance	98	137	71.53%
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	# Yes	# Applicable	% Achieved
9 Driver's License	124	136	91.18%
10 Auto/Medical Insurance	109	134	81.34%
11 Points Assessed	126	129	97.67%
12 Limitations	118	124	95.16%
13 Defensive Driving Course	122	135	90.37%
Drug Screening	# Yes	# Applicable	% Achieved
14 Drug Tests	103	132	78.03%
References	# Yes	# Applicable	% Achieved
15 References - Home Study Staff	19	33	57.58%
Ed	# Yes	# Applicable	% Achieved
16 Education - ALL Employees	117	138	84.78%
17 Education - Home Study Staff	33	35	94.29%
18 Education - Service Coordinator	51	55	92.73%
Training	# Yes	# Applicable	% Achieved
19 ALL STAFF - Initial Training	78	135	57.78%
20 ALL STAFF - Ongoing Training	13	20	65.00%
21 MULTI ETHNIC PLACEMENT	35	68	51.47%
22 ICWA	31	66	46.97%
23 CFS Pre Service Training	47	56	83.93%
24 Ongoing Training - SC/Sup	2	2	100.00%

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