

# Personnel File Review

## 3rd Quarter

Review Period: July - September 2010

### **NUMBER OF REVIEWS COMPLETED:**

Statewide	109
CSA - Boys & Girls Home of Nebraska	18
NSA - Boys & Girls Home of Nebraska	12
WSA- Boys & Girls Home of Nebraska	12
SESA - KVC Behavioral Healthcare Nebraska	37
ESA-Overall	30
ESA-KVC Behavioral Healthcare Nebraska	17
ESA-Nebraska Families Collaborative	13

### **SUMMARY OF STATEWIDE RESULTS:**

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

- 100% The contractor conducts ongoing background checks on employees every two years.
- 100% The contractor used the US Citizenship Attestation Form when applicable.
- 100% The contractor used the Systematic Alien Verification for Entitlement Program when applicable.
- 100% The contractor ensures that the Service Coordinator/Supervisor has a minimum of 24 hrs of ongoing training.
- 99% The contractor ensures that all staff providing transportation have no more than 6 points assessed on their driver's license.
- 98% The contractor ensures that a Google Search or other appropriate internet search has been completed.

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

- 24% 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.
- 31% The contractor conducts out of state background checks.
- 43% The contractor provides INITIAL training to staff on required topics.
- 64% The contractor conducts in state background checks.
- 71% The contractor ensures that applicable persons are trained upon hiring and annually on requirements of the Indian Child Welfare Act (ICWA).
- 73% The contractor provides ONGOING training to staff on required topics.

# Personnel File Review

Review Period: July - September 2010

## Statewide

Total Number of Reviews:

109

CSA (18); NSA (12); SESA(37); WSA(12); ESA(30)  
Boys & Girls (42); KVC (54); NFC (13)

<b>Background Checks</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
1 National	79	96	82.29%
2 Out of State	8	26	30.77%
3 In State	69	108	63.89%
4 Local	82	108	75.93%
5 Internet Search	106	108	98.15%
6 Ongoing Background Checks	8	8	100.00%
7 Exceptions	4	17	23.53%
8 Record Maintenance	84	109	77.06%
8a Work Eligibility Status: E-VERIFY	89	109	81.65%
8b. Work Eligibility Status: US Citizenship Attestation Form	14	14	100.00%
8c. Work Eligibility Status: SAVE Program	3	3	100.00%
<b>Transportation</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
9 Driver's License	105	109	96.33%
10 Auto/Medical Insurance	88	109	80.73%
11 Points Assessed	108	109	99.08%
12 Limitations	106	109	97.25%
13 Defensive Driving Course	85	109	77.98%
<b>Drug Screening</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
14 Drug Tests	98	109	89.91%
<b>References</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
15 References - Home Study Staff	16	19	84.21%
<b>Education</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
16 Education - ALL Employees	94	109	86.24%
17 Education - Home Study Staff	18	19	94.74%
18 Education - Service Coordinator	42	43	97.67%
<b>Training</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
19 ALL STAFF - Initial Training	46	108	42.59%
20 ALL STAFF - Ongoing Training	16	22	72.73%
21 MULTI ETHNIC PLACEMENT	39	52	75.00%
22 ICWA	34	48	70.83%
23 CFS Pre Service Training	39	41	95.12%
24 Ongoing Training - SC/Sup	4	4	100.00%

# Personnel File Review

Review Period: July - September 2010

**Central Service Area**

Total Number of Reviews:

**18**

Contractor: **Boys and Girls Home of Nebraska**

<b>Background Checks</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
1 National	17	17	100.00%
2 Out of State	1	3	33.33%
3 In State	9	17	52.94%
4 Local	15	17	88.24%
5 Internet Search	17	17	100.00%
6 Ongoing Background Checks	1	1	100.00%
7 Exceptions	NA	NA	NA
8 Record Maintenance	17	18	94.44%
8a Work Eligibility Status: E-VERIFY	14	18	77.78%
8b. Work Eligibility Status: US Citizenship Attestation Form	2	2	100.00%
8c. Work Eligibility Status: SAVE Program	NA	NA	NA
<b>Transportation</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
9 Driver's License	18	18	100.00%
10 Auto/Medical Insurance	15	18	83.33%
11 Points Assessed	18	18	100.00%
12 Limitations	18	18	100.00%
13 Defensive Driving Course	18	18	100.00%
<b>Drug Screening</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
14 Drug Tests	18	18	100.00%
<b>References</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
15 References - Home Study Staff	0	1	0.00%
<b>Education</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
16 Education - ALL Employees	17	18	94.44%
17 Education - Home Study Staff	1	1	100.00%
18 Education - Service Coordinator	6	7	85.71%
<b>Training</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
19 ALL STAFF - Initial Training	13	17	76.47%
20 ALL STAFF - Ongoing Training	1	1	100.00%
21 MULTI ETHNIC PLACEMENT	9	9	100.00%
22 ICWA	6	8	75.00%
23 CFS Pre Service Training	5	6	83.33%
24 Ongoing Training - SC/Sup	1	1	100.00%

# Personnel File Review

Review Period: July - September 2010

**Northern Service Area**

Total Number of Reviews:

12

Contractor: **Boys and Girls Home of Nebraska**

<b>Background Checks</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
1 National	12	12	100.00%
2 Out of State	3	4	75.00%
3 In State	11	12	91.67%
4 Local	12	12	100.00%
5 Internet Search	12	12	100.00%
6 Ongoing Background Checks	2	2	100.00%
7 Exceptions	NA	NA	NA
8 Record Maintenance	12	12	100.00%
8a Work Eligibility Status: E-VERIFY	0	12	0.00%
8b. Work Eligibility Status: US Citizenship Attestation Form	NA	NA	NA
8c. Work Eligibility Status: SAVE Program	NA	NA	NA
<b>Transportation</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
9 Driver's License	12	12	100.00%
10 Auto/Medical Insurance	11	12	91.67%
11 Points Assessed	12	12	100.00%
12 Limitations	11	12	91.67%
13 Defensive Driving Course	11	12	91.67%
<b>Drug Screening</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
14 Drug Tests	12	12	100.00%
<b>References</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
15 References - Home Study Staff	1	1	100.00%
<b>Education</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
16 Education - ALL Employees	12	12	100.00%
17 Education - Home Study Staff	1	1	100.00%
18 Education - Service Coordinator	5	5	100.00%
<b>Training</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
19 ALL STAFF - Initial Training	11	12	91.67%
20 ALL STAFF - Ongoing Training	4	4	100.00%
21 MULTI ETHNIC PLACEMENT	7	7	100.00%
22 ICWA	6	6	100.00%
23 CFS Pre Service Training	5	5	100.00%
24 Ongoing Training - SC/Sup	NA	NA	#VALUE!

# Personnel File Review

Review Period: July - September 2010

**Southeast Service Area**

Total Number of Reviews:

37

Contractor: **KVC Behavioral Healthcare Nebraska**

Background Checks	# Yes	# Applicable	% Achieved
1 National	18	27	66.67%
2 Out of State	0	7	0.00%
3 In State	19	37	51.35%
4 Local	21	37	56.76%
5 Internet Search	37	37	100.00%
6 Ongoing Background Checks	NA	NA	NA
7 Exceptions	3	12	25.00%
8 Record Maintenance	23	37	62.16%
8a Work Eligibility Status: E-VERIFY	33	37	89.19%
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	33	37	89.19%
10 Auto/Medical Insurance	25	37	67.57%
11 Points Assessed	36	37	97.30%
12 Limitations	35	37	94.59%
13 Defensive Driving Course	21	37	56.76%
Drug Screening	# Yes	# Applicable	% Achieved
14 Drug Tests	32	37	86.49%
References	# Yes	# Applicable	% Achieved
15 References - Home Study Staff	NA	NA	NA
Education	# Yes	# Applicable	% Achieved
16 Education - ALL Employees	24	37	64.86%
17 Education - Home Study Staff	NA	NA	NA
18 Education - Service Coordinator	NA	NA	NA
Training	# Yes	# Applicable	% Achieved
19 ALL STAFF - Initial Training	0	37	0.00%
20 ALL STAFF - Ongoing Training	NA	NA	NA
21 MULTI ETHNIC PLACEMENT	NA	NA	NA
22 ICWA	NA	NA	NA
23 CFS Pre Service Training	NA	NA	NA
24 Ongoing Training - SC/Sup	NA	NA	NA

# Personnel File Review

Review Period: July - September 2010

**Western Service Area**

Total Number of Reviews:

12

Contractor: **Boys and Girls Home of Nebraska**

<b>Background Checks</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
1 National	9	12	75.00%
2 Out of State	0	2	0.00%
3 In State	8	12	66.67%
4 Local	10	12	83.33%
5 Internet Search	10	12	83.33%
6 Ongoing Background Checks	1	1	100.00%
7 Exceptions	0	1	0.00%
8 Record Maintenance	5	12	41.67%
8a Work Eligibility Status: E-VERIFY	12	12	100.00%
8b. Work Eligibility Status: US Citizenship Attestation Form	12	12	100.00%
8c. Work Eligibility Status: SAVE Program	3	3	100.00%
<b>Transportation</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
9 Driver's License	12	12	100.00%
10 Auto/Medical Insurance	11	12	91.67%
11 Points Assessed	12	12	100.00%
12 Limitations	12	12	100.00%
13 Defensive Driving Course	12	12	100.00%
<b>Drug Screening</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
14 Drug Tests	11	12	91.67%
<b>References</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
15 References - Home Study Staff	1	1	100.00%
<b>Education</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
16 Education - ALL Employees	11	12	91.67%
17 Education - Home Study Staff	0	1	0.00%
18 Education - Service Coordinator	6	6	100.00%
<b>Training</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
19 ALL STAFF - Initial Training	10	12	83.33%
20 ALL STAFF - Ongoing Training	0	1	0.00%
21 MULTI ETHNIC PLACEMENT	8	9	88.89%
22 ICWA	2	7	28.57%
23 CFS Pre Service Training	5	6	83.33%
24 Ongoing Training - SC/Sup	NA	NA	NA

# Personnel File Review

Review Period: July - September 2010

**Eastern Service Area**

Total Number of Reviews:

**30**

Contractor: **KVC & NFC Combined**

<b>Background Checks</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
1 National	23	28	82.14%
2 Out of State	4	10	40.00%
3 In State	22	30	73.33%
4 Local	24	30	80.00%
5 Internet Search	30	30	100.00%
6 Ongoing Background Checks	4	4	100.00%
7 Exceptions	1	4	25.00%
8 Record Maintenance	27	30	90.00%
8a Work Eligibility Status: E-VERIFY	30	30	100.00%
8b. Work Eligibility Status: US Citizenship Attestation Form	NA	NA	NA
8c. Work Eligibility Status: SAVE Program	NA	NA	NA
<b>Transportation</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
9 Driver's License	30	30	100.00%
10 Auto/Medical Insurance	26	30	86.67%
11 Points Assessed	30	30	100.00%
12 Limitations	30	30	100.00%
13 Defensive Driving Course	23	30	76.67%
<b>Drug Screening</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
14 Drug Tests	25	30	83.33%
<b>References</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
15 References - Home Study Staff	14	16	87.50%
<b>Education</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
16 Education - ALL Employees	30	30	100.00%
17 Education - Home Study Staff	16	16	100.00%
18 Education - Service Coordinator	25	25	100.00%
<b>Training</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
19 ALL STAFF - Initial Training	12	30	40.00%
20 ALL STAFF - Ongoing Training	11	16	68.75%
21 MULTI ETHNIC PLACEMENT	15	27	55.56%
22 ICWA	20	27	74.07%
23 CFS Pre Service Training	24	24	100.00%
24 Ongoing Training - SC/Sup	3	3	100.00%

# Personnel File Review

Review Period: July - September 2010

**Eastern Service Area**

Total Number of Reviews:

17

Contractor: **KVC Behavioral Healthcare Nebraska**

<b>Background Checks</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
1 National	10	15	66.67%
2 Out of State	5	5	100.00%
3 In State	9	17	52.94%
4 Local	11	17	64.71%
5 Internet Search	17	17	100.00%
6 Ongoing Background Checks	4	4	100.00%
7 Exceptions	1	4	25.00%
8 Record Maintenance	14	17	82.35%
8a Work Eligibility Status: E-VERIFY	17	17	100.00%
8b. Work Eligibility Status: US Citizenship Attestation Form	NA	NA	NA
8c. Work Eligibility Status: SAVE Program	NA	NA	NA
<b>Transportation</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
9 Driver's License	17	17	100.00%
10 Auto/Medical Insurance	14	17	82.35%
11 Points Assessed	17	17	100.00%
12 Limitations	17	17	100.00%
13 Defensive Driving Course	10	17	58.82%
<b>Drug Screening</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
14 Drug Tests	12	17	70.59%
<b>References</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
15 References - Home Study Staff	1	3	33.33%
<b>Education</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
16 Education - ALL Employees	17	17	100.00%
17 Education - Home Study Staff	3	3	100.00%
18 Education - Service Coordinator	12	12	100.00%
<b>Training</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
19 ALL STAFF - Initial Training	0	17	0.00%
20 ALL STAFF - Ongoing Training	11	16	68.75%
21 MULTI ETHNIC PLACEMENT	4	14	28.57%
22 ICWA	7	14	50.00%
23 CFS Pre Service Training	11	11	100.00%
24 Ongoing Training - SC/Sup	3	3	100.00%

# Personnel File Review

Review Period: July - September 2010

**Eastern Service Area**

Total Number of Reviews:

13

Contractor: **Nebraska Families Collaborative**

<b>Background Checks</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
1 National	13	13	100.00%
2 Out of State	4	5	80.00%
3 In State	13	13	100.00%
4 Local	13	13	100.00%
5 Internet Search	13	13	100.00%
6 Ongoing Background Checks	NA	NA	NA
7 Exceptions	NA	NA	NA
8 Record Maintenance	13	13	100.00%
8a Work Eligibility Status: E-VERIFY	13	13	100.00%
8b. Work Eligibility Status: US Citizenship Attestation Form	NA	NA	NA
8c. Work Eligibility Status: SAVE Program	NA	NA	#VALUE!
<b>Transportation</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
9 Driver's License	13	13	100.00%
10 Auto/Medical Insurance	12	13	92.31%
11 Points Assessed	13	13	100.00%
12 Limitations	13	13	100.00%
13 Defensive Driving Course	13	13	100.00%
<b>Drug Screening</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
14 Drug Tests	13	13	100.00%
<b>References</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
15 References - Home Study Staff	13	13	100.00%
<b>Education</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
16 Education - ALL Employees	13	13	100.00%
17 Education - Home Study Staff	13	13	100.00%
18 Education - Service Coordinator	13	13	100.00%
<b>Training</b>	<b># Yes</b>	<b># Applicable</b>	<b>% Achieved</b>
19 ALL STAFF - Initial Training	12	13	92.31%
20 ALL STAFF - Ongoing Training	NA	NA	NA
21 MULTI ETHNIC PLACEMENT	11	13	84.62%
22 ICWA	13	13	100.00%
23 CFS Pre Service Training	13	13	100.00%
24 Ongoing Training - SC/Sup	NA	NA	NA