

Data Elements and Definitions for RCC Spreadsheet EMPLOYEE/BOARD MEMBER/VOLUNTEER/INTERN INFORMATION

Individual's Full Legal Name: List the individual by full name including: First, Middle, and Last names including any suffix (e.g. Jr. Sr. II, III, etc.)

Affiliation type: Select employee, board member, volunteer, or intern

Start Date: The date on which the employee began to accrue salaried hours, the date on which a board member was appointed, or the date on which a volunteer or intern began to serve.

Termination Date: The date of termination on the letter of termination or resignation placed in the personnel file of the employee, board member, or volunteer.

CHILD PROTECTIVE SERVICES INFORMATION

Current CPS Clearance request: Initial date on which the employee's clearance was requested via an appropriate local department of social services or the Social Services Administration.

Current CPS Clearance results: Date on which the employee's clearance was completed by either an appropriate local department of social services or the Social Services Administration.

Documentation of current CPS clearance in the Human Resource File: Select "Yes" only if the program's personnel file for the employee contains, at this moment, a copy of the document received by either the appropriate local department of social services or the Social Services Administration. Select "no" in all other cases.

Outcome of Clearance: In almost all cases, the form should read "clear" or "N/A" If an exception was made by an administrator in the Department of Human Resources select "Exception." Only if there is a written letter or memo describing the exception and signed by the State administrator placed in the individual's personnel file may the exception be claimed.

FEDERAL CLEARANCE INFORMATION

Federal Criminal Background request date: Initial date on which the employee's clearance was requested via CJIS.

Federal Criminal Background results date: The date on which CJIS completed the check.

Documentation of current Federal clearance is in the Human Resource File: Select "Yes" only if the

program's personnel file for the employee contains, at this moment, a copy of or the original document received by CJIS. Select "no" in all other cases.

Is there a Federal conviction in the following categories: child abuse, Child Neglect, Spousal Abuse, Rape, Sexual Assault, Homicide, or any crime against children? In most cases, "No" should be entered. If an exception was made by an administrator in the Department of Human Resources select "Exception." Only if there is a written letter or memo describing the exception and signed by the State administrator placed in the individual's personnel file may the exception be claimed.

If there has been a conviction: enter the type of conviction here as noted on the Federal Clearance otherwise write "N/A."

STATE CLEARANCE INFORMATION

State Criminal Background request date: Initial date on which the employee's clearance was requested via CJIS.

State Criminal Background check date: The date which CJIS completed its clearance should be entered.

Documentation of current state clearance is in the Human Resource File: Select "Yes" only if the program's personnel file for the employee contains, at this moment, a copy of or the original document received by CJIS. Select "no" in all other cases.

Is there a State conviction in the following categories: Child Abuse, Child Neglect, Spousal abuse, Rape, Sexual Assault, Homicide or any crime against children: Select "Yes" if this is true. Select "No" if this is false. If an exception was made by an administrator in the Department of Human Resources select "Exception." Only if there is a written letter or memo describing the exception and signed by the State administrator placed in the individual's personnel file may the exception be claimed.

CONVICTION WITHIN THE PAST 5 YEARS.

Has there been a conviction on charges of Assault, or Drug Related Crimes. Select "Yes" if this is true. Select "No" if this is false.

Is there a State conviction where the individual encouraged, caused or tended to cause any act, omission, or condition which resulted in a violation, renders a child delinquent or in need of supervision? Select "Yes" if this is true. Select "No" if this is false