RESIDENTIAL CHILD CARE PROGRAM DATA ELEMENTS AND DEFINITIONS FOR EMPLOYEE/BOARD MEMBER/VOLUNTEER/INTERN INFORMATION

Individual's Full Legal Name: *List the individual by full name including: First, Middle, and Last names and last name 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. Terminated employees, board of directors, interns and volunteers can be eliminated from the spreadsheet after 4 years. Each January, employees, board of directors, interns and volunteers, who are no longer with the organization can be removed/deleted from the tab. For example, January 2014, all persons who terminated service with your organization on or prior to December 31, 2009, can be removed/deleted from the spreadsheet. In January 2015, all persons who terminated service with your organization on or prior to December 31, 2010, can be removed/deleted from the spreadsheet, etc.*

CHILD PROTECTIVE SERVICES INFORMATION FOR EMPLOYEE/BOARD MEMBER/VOLUNTEER/INTERN

CPS Clearance request Date: *The date on which the CPS Clearance was requested prior to start date.*

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"*

FEDERAL CLEARANCE INFORMATION FOR EMPLOYEE/BOARD MEMBER/VOLUNTEER/INTERN

Federal CJIS Request Date: *The date on which CJIS clearance was requested prior to start date.*

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.*

Has the clearance been reviewed and determined to be compliant regarding the requirements outlined in COMAR 14.31.06.05? *Select "Yes" only if the program has reviewed the results and determined that they are in compliance with COMAR 14.31.06.05. Otherwise, select "no" in all other cases.*

STATE CLEARANCE INFORMATION FOR EMPLOYEE/BOARD MEMBER/VOLUNTEER/INTERN

State CJIS Request date: *The date on which CJIS clearance was requested prior to start date.*

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.*

Has the clearance been reviewed and determined to be compliant regarding the requirements outlined in COMAR 14.31.06.05? *Select "Yes" only if the program has reviewed the results and determined that they are in compliance with COMAR 14.31.06.05. Otherwise, select "no" in all other cases.*

COMMENT

Comment: *This session is used to clarify clearance issues or indicate clearance barriers or indicate employee program designation.*

IMPORTANT NOTES:

Rehired Employees - *The process for rehiring an employee is the same as hiring a new employee. Clearances from a previous employment period cannot be used to rehire an employee.*

Transfer Employee - *CPS, State and Federal clearances obtained during the initial hiring period can be used for a transfer employee. An employee can only be considered a transfer from one program to another in the same organization if there is no break in service/employment. Indicate in the comment column (column T) the employee is a transfer employee.*

Employee Program Designation – *The report card is given for each program site, in order to assign the non-compliance to the appropriate site; providers are to indicate an employee*

program designation in the comments column (column T). If an employee works at multiple sites indicate on the safety report the employee works at all sites. If employee works at only one site, indicate the site. At the bottom of the safety report document a decipher key for site identification.

<u>Five Day Grace Period</u> - *If the monthly report is submitted by the <u>due date</u> but the program notices an error, then the program will have five (5) State business days to submit an updated monthly report. The additional five (5) State business days is <u>only allowed if that month's report was submitted on or prior to the due date</u>.*