



AGING AND LONG-TERM SUPPORT ADMINISTRATION (AL TSA)  
 RESIDENTIAL CARE SERVICES  
 CERTIFIED COMMUNITY RESIDENTIAL SERVICES AND SUPPORTS (CCRSS)

**CCRSS Certification Evaluation Staff  
 Sample / Record Review**

CCRSS PROVIDER NAME							CERTIFICATION NUMBER				
CERTIFICATION EVALUATION DATES											
ADMINISTRATOR NAME							RCS CONTRACTED EVALUATOR / STAFF NAME				

	STAFF 1	STAFF 2	STAFF 3	STAFF 4	STAFF 5	STAFF 6	STAFF 7	STAFF 8	STAFF 9	STAFF 10	STAFF 11
NAME											
HIRE DATE											
Training before working alone with clients (IISP, Emergency procedures, reporting requirements, client confidentiality, orientation including safety training)											
Staff Training within four weeks (mission statement, policies and procedures, on the job training)											
75 hours of basic training within 120 days-indirect supervision required until then											
Staff Training within six months (client services, residential services (40 hours), positive behavior support, 32 hours training)											



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NAME											
HIRE DATE											
First Aid and CPR (within the first 60 days of hire and current)											
Bloodborne Pathogen Training Date											
Nurse Delegation Training											
Continuing Education 12 hours per calendar year											
TB Test											

**Staff Sample Record Review Notes**