|  | ADULT FAMILY HOME’S (AFH) NAME | LICENSE NUMBER |
| --- | --- | --- |
| PROVIDER / LICENSEE’S NAME | INSPECTION DATE |
| LICENSOR’S NAME |
| ATTACHMENT NAGING AND LONG-TERM SUPPORT ADMINISTRATION (ALTSA)ADULT FAMILY HOME (AFH)**Administrative Records Review Continuation** |
| **Instructions:** Document background check results for additional staff here. |
| **STAFF** | **CAREGIVER** | **CAREGIVER**  | **CAREGIVER** | **CAREGIVER** | **CAREGIVER** |
| NAME |  |  |  |  |  |
| DATE OF HIRE |  |  |  |  |  |
| BGI EXPIRE DATE | [ ]  NR [ ]  RR[ ]  DQ | [ ]  NR [ ]  RR[ ]  DQ | [ ]  NR [ ]  RR[ ]  DQ | [ ]  NR [ ]  RR[ ]  DQ | [ ]  NR [ ]  RR[ ]  DQ |
| FINGERPRINT CHECK (CHECK N/A IF NOT REQUIRED) | [ ]  N/A[ ]  PENDING | [ ]  N/A[ ]  PENDING | [ ]  N/A[ ]  PENDING | [ ]  N/A[ ]  PENDING | [ ]  N/A[ ]  PENDING |
| CCS REVIEW (CHECK N/A IF NOT REQUIRED) | [ ]  N/A | [ ]  N/A | [ ]  N/A | [ ]  N/A | [ ]  N/A |
| **STAFF** | **CAREGIVER** | **CAREGIVER**  | **CAREGIVER** | **CAREGIVER** | **CAREGIVER** |
| NAME |  |  |  |  |  |
| DATE OF HIRE |  |  |  |  |  |
| BGI EXPIRE DATE | [ ]  NR [ ]  RR[ ]  DQ | [ ]  NR [ ]  RR[ ]  DQ | [ ]  NR [ ]  RR[ ]  DQ | [ ]  NR [ ]  RR[ ]  DQ | [ ]  NR [ ]  RR[ ]  DQ |
| FINGERPRINT CHECK (CHECK N/A IF NOT REQUIRED) | [ ]  N/A[ ]  PENDING | [ ]  N/A[ ]  PENDING | [ ]  N/A[ ]  PENDING | [ ]  N/A[ ]  PENDING | [ ]  N/A[ ]  PENDING |
| CCS REVIEW (CHECK N/A IF NOT REQUIRED) | [ ]  N/A | [ ]  N/A | [ ]  N/A | [ ]  N/A | [ ]  N/A |
|  |
| New resident manager meets: [ ]  1,000 hours direct care experience [ ]  Educational experience [ ]  N/A, no new resident manager. |
| Succession Plan: [ ]  Yes [ ]  No | Medical Test Site: [ ]  Yes [ ]  No [ ]  N/A  |
| Commercial Liability InsuranceExpiration date:  | Professional Liability InsuranceExpiration date:  |
| **Pet Records** **[ ]  N/A, no pets in the home.** |
|  |
| **Evacuation Logs** |
| [ ]  Every two (2) months? [ ]  Under five (5) minutes? [ ]  Annual evacuation of all residents? |
| \* BGI - Background Inquiry; NR - No Record; RR - Review Required; DQ - Disqualifying, CCS - Character, Competency, and Suitability |
| NOTES      |