

UnitedHealthcare Community Plan - Louisiana

HR File Review Tool

Facility Name:

Reviewer Name:

Date of Facility Review:

Rating Scale: NA = Not Applicable Y = Yes N = No

Y N NA

1	There is evidence that a background check was conducted prior to hiring the employee.			
2	There is evidence of a resume or curriculum vitae in the record.			
3	There is evidence the staff member meets educational requirements for the position prior to providing services.			
4	There is evidence of the appropriate completion of verification of any information and a reference check completed.			
5	There is evidence of the appropriate completion of verification the staff member is not excluded in participation in Medicaid Program by LA Medicaid or OIG-LEIE.			
6	There is evidence of the appropriate completion of verification the staff member has no findings on the Louisiana Adverse Actions List.			
7	For a licensed or certified clinician, there is evidence of active license/certificate in the HR file.			

8	For unlicensed staff, there is evidence in the record that their training record is up to date and documents they have received all training required for the services they provide.			
9	For any non-independently licensed or unlicensed staff, direct 1:1 supervision by a clinician occurs on a regular basis and is documented.			
10	Anyone providing direct mental health services is practicing with the scope of their license or certification.			
11	There is evidence the staff member passed a TB Test prior to employment.			
12	There is evidence the staff member passed a drug screening test prior to employment per agency's policies and procedures.			
13	There is evidence the staff member complete an AHA recognized first aid, CPR, and seizure assessment training.			