



Department of Health Home Health Personnel Survey Tool

Personnel, Contractor, Volunteer Personnel Record Review

Agency _____ Review Date _____ Surveyor _____

	Identifier					
	Staff Name					
	Discipline					
	Date of Hire					
	Service Category					
Tag Number	Personnel Record Requirement					
Z 1435	License, Credential, Certification					
Z 1460	NAR/to NAC (12 months)					
Z 1440	References					
Z1450	Orientation					
Z 1455	Verification of Skills					
Z 1465	Criminal Hx Disclosure					
Z 1465	WSP CHBC					
Z 1470	P&P Training					
Z1495	Annual Eval with On-Site Observation					
HH & HP and if required by HC P&Ps						
Z 1475	CPR					
Z 1490	TB					
Z 1490	Hep. B					
P&P Requirements						
Z 1255	Job Description					
Z 1340	In-Person Contact					
Z 1380	Infection Control Practices					
Z 1480- Z 1485	Food Storage, Preparation, Handling					
Z 1360	Telehealth. If applicable					

	Identifier					
Z 1335	Abuse & Neglect					
See Page 2	Character competency Factors assessment					
Z1290	Reasonable good Faith					
Z1295	Level of patient vulnerability					
Z 1300	Behaviors since conviction					
Z 1305	Pattern of offence					
Z 1310	Number of years since conviction					
Z 1315	Self-disclosure					
Z 1320	Other health/safety					
Z 1325	Dept. has final authority					