



Exhibit A

Hiring Requirements

§ 611.51. Hiring or rostering of direct care workers.

- (a) *Hiring or rostering prerequisites.* Prior to hiring or rostering a direct care worker, the home care agency or home care registry shall:
- (1) Conduct a face-to-face interview with the individual.
 - (2) Obtain at least two satisfactory references for the individual. A satisfactory reference is a positive, verifiable reference, either verbal or written, from a former employer or other person not related to the individual that affirms the ability of the individual to provide home care services.
 - (3) Require the individual to submit a criminal history report, in accordance with § 611.52 (relating to criminal background checks), and a ChildLine verification, if applicable, in accordance with the requirements of § 611.53 (relating to child abuse clearance).
- (b) *Direct care worker files.* Files for direct care workers employed or rostered must include documentation of the date of the face-to-face interview with the individual and of references obtained. Direct care worker files must also include other information as required under § 611.52, § 611.53, and if applicable, §§ 611.54, 611.55 and 611.56 (relating to provisional hiring; competency requirements; and health screening).

Purpose: To outline a system of oversight and compliance when hiring employees for the agency.

Scope: Convergent Care will hire an applicant for employment contingent upon receipt of all criminal history checks. The following are to be met:

- (1) the applicant cannot work provisionally for the agency while in the process of obtaining a criminal history check required for employment;
- (2) The agency shall notify hired persons of their qualifying results and next steps and applicants with criminal records of their disqualifying results.
- (3) The results and monitoring of hired applicants shall be kept in the employee's file.

Procedure: The Chief Executive Officer/Administrator or Human Resource Supervisor shall:

- Ensure that all of the criterion for a provisional hiring as discussed above are met;



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- Assign an agency employee (who has been in employ for at least one year) to monitor the provisionally hired employee via random, direct observation.
- Ensure that all monitoring efforts are documented, reviewed, and maintained in the provisionally hired employee's file;
- Immediately terminate the employee if his or her criminal history check reveals disqualification from employment;

STAFF REQUIREMENTS

Purpose: To ensure that all agency staff are qualified to provide services in a competent manner.

Scope: Prior to assigning a direct care worker to provide services to a participant, Belford, LLC ensures that the following elements have been confirmed, are present, or have been completed:

- The employee is at least (18) years of age;
- The employee possesses basic math, reading, and writing skills;
- The employee has a valid, confirmed social security number;
- The employee meets the criminal background check requirements (See Policy # 3.3 *Criminal Background Check*).
- The employee has completed the required training program, as well as competency exams (See Policy # 3.4 *Staff Training*) which meet the standards of the applicable Medicaid Waiver, The Pennsylvania OLTL Office, The Pennsylvania Department of Health-Division of Home Health, The Department, and of Belford, LLC.
- The employee has been screened for and is free from active Mycobacterium Tuberculosis, in accordance with CDC guidelines, and this must be done and documented annually.
- The employee has the required skills to perform services as specified in the participant's service plan for whom he or she is providing services.

Procedure: The Human Resources Supervisor or Designee shall:

- Obtain appropriate and sufficient identification from employees to confirm the minimum of (18) years of age standard, and file in the employee personnel file;
- Obtain, confirm, and file (2) written references for each employee at hire;
- Obtain, confirm, and file each employee's social security card (copy);



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- Schedule each employee for a TB test, and confirm results are negative, and file in the employee personnel file (at hire and annually);
- Schedule all required training in the specified time frame for each employee upon hire and annually;
- Ensure satisfactory completion of each training and/or competency;
- Reschedule training for employees who do not satisfactorily complete a training and/or competency measure;
- Schedule all subsequent training for employees and file proof of completion in the employee personnel file; and
- Coordinate training on participant service plans prior to scheduling the employee to work with the participant.