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| New Hire Paperwork COMPANY NAME Specific |
| Application for Employment  Resume  Reference Check(s) x 2  Individual W-9 form  Background Check Consent  Local Background Check (Update Annually)  LiveScan FDLE (every 5 yrs)  Child Abuse & Neglect Reporting Requirements Acknowledgement  Confidentiality & HIPAA Agreement  Job Description for Behavior Analyst or Behavior Assistant  Direct Deposit Agreement  Policy and Procedure Sign Off Sheet  Contractor Agreement  Copy of Social Security Card  Copy of Driver’s License  Copy of Licensure/Certification  Liability Insurance  Copy of Car Insurance and Registration  Copies of diploma or Transcripts  Proof of BSA/RBT Training  National Provider ID (NPI#) Individual = Type 1 |

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| **New Hire Paperwork MedWaiver and Medicaid Specific** |
| Affidavit of Good Moral Character (Update Annually)  CPR for Adult & Child (Every 2 years)  First Aid (Every 2 years)  HIV/AIDS Training  Personal Outcomes Measures  Zero Tolerance (Every 3 years)  HIPAA (Update annually)  Reactive Strategies & Validation  Bloodborne Pathogens  Intro to DD (**Or** Core Competency/Core Assurances)  Health & Safety (**Or** Core Competency/Core Assurances)  Core Competency/Core Assurances = (1 class that has both Intro to DD and Health & Safety combined)  Incident Reporting  Choices & Rights  DD Coverage & Limitation Handbook Training  CMS Approved Health Care Provider Verification Print out |

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| **New Hire Paperwork Private Insurance Specific** |
| CAQH ID and Log In information for BCBA, BCaBA  Company W-9 (will provide to you to sign if applicable) |