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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) |