

Checklist for Validating Compliance with Criminal History Record Check (CHRC) Process in Nursing Homes

PFI: _____ Name: _____

Survey Date: _____ Surveyor Name: _____

Policy and Procedures include the following Y/N? - Determining who is subject - Supervising employees while awaiting results - Reporting terminations - Timeliness - Prohibit charging employees	TAG Line if missing R1034
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Authorized Persons assigned Y/N?	Still employed Y/N?	TAG Line if missing or not employed R0504
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Sample of employees hired in Past 4 months	Subject to CHRC?	Consent Form on file ?	Submitted for CHRC?	Supervision documented?	Determination acted on?	If not still employed, termination sent ?	Results retained confidentially?
1.							
2.							
3.							
4.							
5.							
TAG Line	R0400	R0610	R0702	R0722	R0808, R0818	R1022	R0830

Employees receiving negative determinations letters since last survey (List available from CHRC or request from facility)	Letter date	Pulled from direct care "immediately" after Pending Denial letter?	Termination form submitted within 30 calendar days?
1.			
2.			
3.			
TAG Line		R0808	R1022