













- j) Insurance plans?
- k) Retirement plans?
- l) Establishing and maintaining personnel records?
- 4. Are there written policies and procedures designed to ensure the confidentiality of personnel records and define who has access to various types of personnel information?
- 5. Is each staff member appraised on performance at least annually?
- 6. Is the staff member asked to review and comment on the evaluation?
- 7. Is the staff member asked to sign the evaluation to verify that he has been informed of its content?
- 8. Does the provider give job descriptions to each employee in writing at the time of his appointment, as well as written personnel policies and procedures?
- 9. Is a complete personnel record kept on each person employed by the provider?
- 10. Is a staff member responsible for implementation and coordination of personnel policies and procedures?


**Comments:**