

- 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: