Policy Title: 9001V.1 Personnel File Policy
Patient Age Group: (X) N/A ( ) All Ages ( ) Pediatric ( ) Adult

Purpose:
The purpose of this policy is to establish standards for the management, maintenance, and review of personnel files at Centro Savila. This policy ensures that personnel files contain comprehensive, up-to-date, and accurate documentation of all relevant qualifications, experiences, and performance metrics. Additionally, it defines the necessary components of job descriptions for clinicians and case managers and outlines the process for verifying credentials.

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1. Scope and Applicability

This policy applies to all employees of Centro Savila, including clinical staff (therapists, counselors, case managers, psychiatrists), administrative personnel, and any other staff involved in providing services to clients. It is intended to ensure consistency, transparency, and compliance with regulatory requirements in the management of personnel files.

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2. Personnel File Requirements

Each employee's personnel file will include the following documents and information to ensure that the employee is qualified, competent, and performing in alignment with the organization's standards:

2.1 Required Documents for All Personnel Files

1. **Resume/Curriculum Vitae (CV):**
   A current resume or CV must be on file for each employee, detailing their educational background, work experience, and relevant qualifications.
2. **Background Check Results:**
   Documentation of a completed background check, including criminal history, child abuse registry check, and any other state-required checks. Background checks must be completed prior to hiring and updated periodically as per applicable laws and regulations.
3. **Reference Checks:**
   At least two professional references must be checked before an employee is hired. Documentation of these reference checks must be included in the employee's file.

Reference checks must include questions regarding the applicant's job performance, professional ethics, and interpersonal skills.

4. **Job Description:**
   Each employee must have an up-to-date job description on file that outlines their specific duties, responsibilities, and performance expectations. Job descriptions must be reviewed and updated annually to ensure accuracy and alignment with organizational needs. They must include:
   - **Essential Knowledge and Skills:** A detailed list of essential knowledge, skills, and abilities required to perform the job effectively. These should be aligned with the job's purpose and the type of work to be performed.
   - **Core Competencies:** A description of the competencies required for the role, such as clinical assessment skills for clinicians, case management abilities for case managers, and administrative skills for support staff.
   - **Performance Metrics:** Clear expectations for the employee's performance, including goals related to client outcomes, efficiency, and organizational adherence to policies and procedures.
5. **Licenses and Certifications:**
   Documentation of any relevant professional licenses, certifications, and credentials that are required for the employee's role. For example, clinical staff must have documentation of licensure as a Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), Licensed Professional Counselor (LPC), or other relevant certifications. For case managers, proof of relevant certifications or licensure should also be documented (e.g., Certified Case Manager, Licensed Social Worker).
6. **Annual Performance Evaluations:**
   Performance evaluations must be conducted at least annually for all employees. These evaluations should assess the employee's job performance, skills, and achievement of goals, and provide a basis for feedback, training, and professional development. Documentation of all completed evaluations will be kept in the employee's personnel file.

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3. Job Descriptions for Clinical and Case Management Staff

Job descriptions for clinical staff (therapists, counselors, psychologists, and psychiatrists) and case managers must contain the following elements:

- **Job Title:** A clear and accurate title that reflects the role within the organization.
- **Job Summary:** A brief description of the employee's primary duties, purpose, and how the position contributes to the overall mission of Centro Savila.
- **Essential Responsibilities:** A detailed list of essential functions and tasks the employee is expected to perform, including:
  - For clinicians: Conducting assessments, developing treatment plans, providing individual and group therapy, case management, documenting progress, and ensuring compliance with ethical standards.

    - For case managers: Coordinating services for clients, advocating for client needs, liaising with community resources, and supporting clients through the treatment process.
- **Knowledge and Skills:**
  A comprehensive list of the essential knowledge, skills, and abilities required to perform the duties of the job effectively. These should be consistent with the professional standards of practice in behavioral health and client care. For example:
    - For clinicians: Knowledge of clinical treatment modalities (e.g., CBT, DBT, trauma-informed care), cultural competence, risk assessment skills, and ethical guidelines.
    - For case managers: Knowledge of community resources, legal and ethical considerations in case management, client advocacy, and crisis intervention skills.
- **Physical and Environmental Requirements:** Any physical or environmental conditions necessary for performing the job, such as the ability to sit for extended periods or work in a fast-paced office environment.

3.1 Review and Update of Job Descriptions

Job descriptions for all staff must be reviewed annually to ensure they remain current with organizational goals and changes in laws, regulations, or industry standards. Changes in job descriptions must be documented and communicated to the employee, and the updated version must be included in the personnel file.

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4. Credential Verification Process

It is essential that all clinicians and case managers working at Centro Savila Behavioral Health are appropriately credentialed and qualified to provide high-quality care. The following written process will be used to verify the credentials of clinical staff, case managers, and other personnel:

4.1 Verification of Clinical Licenses

- **Initial Verification:** Before hiring, Centro Savila will verify the clinical credentials (licenses and certifications) of all clinicians and case managers by checking with the appropriate licensing boards or certification bodies. This includes:
    - Verifying the status and expiration date of professional licenses (e.g., LCSW, LMFT, LPC).
    - Confirming the employee's standing with the licensing board (e.g., no disciplinary actions or suspensions).
    - Ensuring all required continuing education or professional development requirements are up to date.
- **Ongoing License Monitoring:** Centro Savila will establish a system to track and monitor license renewal dates and ensure that clinicians and case managers submit proof of license renewal before the expiration date.

4.2 Credentialing for Non-Clinical Staff

For non-clinical staff, Centro Savila will verify any relevant credentials or qualifications prior to employment. For example:

- For case managers, verification of relevant certifications such as Certified Case Manager (CCM) or other applicable credentials.
- For administrative staff, verification of academic degrees and professional certifications (e.g., business administration, healthcare administration).

4.3 Verification of References and Background

- **Reference Checks:** Centro Savila will contact at least two professional references to confirm the applicant's qualifications and work history. This process will be documented, and any red flags or discrepancies will be addressed before finalizing the hiring decision.
- **Background Checks:** All employees must undergo a background check as required by applicable state or federal laws. The results of these checks must be kept on file and reviewed by human resources and/or the hiring manager.

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5. Confidentiality and Record Maintenance

Personnel files are confidential and must be maintained in a secure, access-controlled manner. Only authorized personnel, such as HR staff, supervisors, and relevant leadership, may access personnel files. Employees' personal and sensitive information must be kept confidential in accordance with organizational policies and applicable laws (e.g., HIPAA, state labor laws).

5.1 Retention of Personnel Files

Personnel files will be retained for the duration of the employee's employment and for a minimum of seven years after termination, in accordance with applicable record retention laws and Centro Savila's internal policies.

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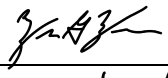
6. Compliance and Accountability

All Centro Savila staff, including HR, hiring managers, and supervisors, are responsible for ensuring that personnel files are complete, accurate, and up to date. Regular audits of personnel files will be conducted to ensure compliance with this policy, and any discrepancies or missing documentation will be addressed immediately.

Approved by: William G. Wagner, Executive Director
Date: 11.12.24

Signature:

Item	*Date*	*Signature*
Executive Director	11/12/2024	
Deputy Director	11/12/2024