

APPENDIX D

PROCEDURES TO BE FOLLOWED IN THE EVENT OF A DELAY IN RECEIVING AN ADULT ABUSE REGISTRY CHECK OR CHILD ABUSE REGISTRY CHECK

Applicant: _____

Home/Facility: _____

Address: _____

Date: _____

As the service provider, I have:

- advised the applicant that the offer of employment is conditional upon provision of a clear Adult Abuse Registry Check and a clear Child Abuse Registry Check
- received the applicant's signed Declaration of Adult Abuse Registry and/or Child Abuse Registry Records, which includes an agreement to work only under the direct monitoring and oversight of an approved staff person and to not manage residents' funds
- determined that the applicant's Declaration of Adult Abuse Registry and/or Child Abuse Registry Records is satisfactory (i.e., the Declaration contains enough detail to indicate that either:
 - the applicant is not on the Adult Abuse Registry
 - the applicant is not under investigation for abuse or neglect of a vulnerable adult as defined in The Vulnerable Persons Living with a Mental Disability Act or a patient as defined in The Protection for Persons in Care Act
 - the applicant is not on the Child Abuse Registry
 - the applicant is not under investigation for abuse or neglect of a child
- received a satisfactory Criminal Record Check from the applicant
- received an original receipt from the applicant verifying that they have applied for an Adult Abuse Registry Check and/or Child Abuse Registry Check
- provided the applicant with a written list of approved staff persons
- provided the staff in charge of work schedules with written direction that the applicant cannot work alone and the names of approved staff persons
- placed all written communication to the applicant and staff in charge of scheduling on the applicant's personnel file
- placed a completed copy of this checklist on the applicant's file
- made calendar entries at regular intervals over the next six months to follow up with the applicant to make sure I have received the completed Adult Abuse Registry Check and/or Child Abuse Registry Check and have maintained this information on the applicant's personnel file

If the list of approved staff persons changes, as the service provider I have:

- given the updated list to the applicant
- given the updated list to staff responsible for scheduling
- put the updated list in the applicant's personnel file

Applicant: _____

Home/Facility: _____

Address: _____

Date: _____

Signature of Service Provider

Name of Service Provider

This form is to be maintained on the service provider's personnel file.