

**PERSONAL CARE AGENCY  
PERSONNEL RECORD REVIEW**

Survey Date	Name – Agency	Approval Number	Name – Surveyor
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Position (RN, PCW)	Name	Date of Hire	Direct / Contract	License or Certification	TB and Other Communicable Disease Screen	Performance Evaluation	Background Check	Orientation	Qualifications
			105.17(1n) I0100	105.17(2)(a)1 (RN only) I0162	105.17(1r)(b) 1. and 2. I0118	105.17(1n)(a)1. I0101	105.17(1n)(a)3. I0110	105.17(1n)(a)2. a-g I0102-I0109	105.17(1k)(a), 105.17(2)(a)1-3, and 105.17(3)(a)1-5

**COMMENTS:**

<b>ADMINISTRATOR QUALIFICATIONS</b> (if hired after 08/31/2020):	
Name:	Date of Hire:
Does Administrator meet qualifications under DHS 105.17 (1k)(a)- I 0058 <input type="checkbox"/> YES <input type="checkbox"/> NO	

<b>QUALIFICATIONS under 105.17</b> <b>Personnel must meet all of the following requirements (if hired after 8/31/2020):</b>		
<b>ADMINISTRATOR</b> <b>105.17(1k)(a) - (I-0058)</b>	<b>RN SUPERVISOR</b> <b>105.17(2)(a)1-3</b>	<b>PERSONAL CARE WORKER</b> <b>105.17(3)(a)1-5</b>
<ol style="list-style-type: none"> <li>1. Be at least <b>21 years of age</b>.</li> <li>2. Can fulfill the job requirements, respond to the needs of the clients, and manage the personal care agency.</li> <li>3. Have an <b>associate degree or higher in a health care-related field</b> from an accredited college, or <b>a bachelor's degree in a field other than in health care</b> from an accredited college and <b>one year experience</b> working in a health care-related field.</li> <li>4. Have training and experience in health care administration and at <b>least one year of supervisory or administrative experience</b> in home health care or personal care, or a related health program.</li> <li>5. Be knowledgeable about Wisconsin admin code <a href="#">DHS 105.17</a> and <a href="#">DHS 107.112</a> and take all reasonable steps to ensure that the personal care agency complies with the requirements of this chapter.</li> <li>6. Be responsible for the overall provision of training and competency of all employees.</li> </ol>	<ol style="list-style-type: none"> <li>1. Has current licensure as a registered nurse under Wisconsin statute s. 441.06. <b>(I-0162)</b></li> <li>2. Has training and experience in the provision of personal care services or in a related program. <b>(I-0163)</b></li> <li>3. Has at least one year of supervisory or administrative experience in personal care services or in a related program. <b>(I-0164)</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Be at least 16 years old. <b>(I-0187)</b></li> <li>2. Trained in the provision of personal care services, and in each skill that the personal care worker is assigned <b>(I-0178)</b></li> <li>3. Shall provide documentation of required training to the personal care provider for the provider's records. <b>(I-0179)</b></li> <li>4. Shall be a person who is not a legally responsible relative of the client under Wisconsin statute s. 49.90(1). <b>(I-0185)</b></li> <li>5. Has the skills, education, experience and ability to fulfill the employee's job requirements. <b>(I-0186)</b></li> </ol>