

Optum - Behavioral Network Services

SITTER SERVICE HR FILE AUDIT TOOL

Facility Name:

Reviewer Name:

Date of Facility Review:

Rating Scale: NA = Not Applicable Y = Yes N = No

Y	N	NA
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Safety and Security

1	There is evidence of a resume or application in the file.			
2	There is evidence of a background and reference check.			
3	The experience and education of the sitter conforms to the defined standards in the hiring policy.			
4	There is evidence of initial training prior to commencing providing services.			
5	There is evidence the sitter completed CPR training.			
6	There is evidence of an ongoing evaluation of the sitter.			