

Onboarding Requirements for 100 % Remote Contracted Workers

Name of Contracted Personnel _____ Skill Type _____

Name of Agency: _____ Start Date: _____

Items Required	Received Yes	Renewal/Expiration Date	Comments
INITIAL: Onboarding Orientation Requirements: <ul style="list-style-type: none"> • BH Risk Management • General Compliance & Ethics Training & Attestation • Code of Conduct Training • Confidentiality & Data Security 			
<ul style="list-style-type: none"> • Supportive Government issued ID 			<input type="checkbox"/> Passport, <input type="checkbox"/> DL <input type="checkbox"/> Government ID
<ul style="list-style-type: none"> • Reviewed list of excluded individuals/entities (LEIE) via the online database. http://www.oig.hhs.gov • <u>Completed National Sexual Predator/Offender Search Verification</u> http://Offender.fdle.state.fl.us • SAM 			
<ul style="list-style-type: none"> • Contracting Company Verification of Background check with a minimum of 7 year criminal history – Level I 			
<ul style="list-style-type: none"> • Contracting Company Verification of negative ten (10) panel Drug Testing (in accordance with Drug Free Workplace Standards) 			
<ul style="list-style-type: none"> • Signed Acknowledgement of Job Description 			
<ul style="list-style-type: none"> • Covid 19 Vaccine 			
<ul style="list-style-type: none"> • Signed Confidentiality & Data Security Form 			
ANNUAL ORIENTATION REQUIREMENTS -			

<ul style="list-style-type: none">• BH Risk Management• General Compliance & Ethics Training• Code of Conduct Training			
<ul style="list-style-type: none">• Initial Shift Assessment of Competency/ Evaluation			
<ul style="list-style-type: none">• Annual Performance Evaluation			

8.29.2022