## Data Collection Tool Health Care Staffing Services

HCSS-1 & HCSS-2 Do Not Return Worksheet			
Monthly Report P		T <b></b>	T =
□Jan. 200 _	□ Apr. 200 _	□ Jul. 200 _	☐Oct. 200 _
□ Feb. 200 _	□ May 200 _	☐ Aug. 200 _	□ Nov. 200 _
□ Mar. 200 _	□Jun. 200 _	□ Sep. 200 _	□ Dec. 200 _
Do Not Dotum			
Do Not Return	ifior		
Occurrence Ident	illei		
Did the client req	uest that an	Yes □	No □ (stop)
employee Do Not		163 —	(3top)
omployed Bo No.	Trotain.		
1). Was a clinical reason for the		Yes	No □
Do Not Return ide	entified?		
Comments:			
2) Was a profess	sional roason for	Voc 🗆	No □
2). Was a professional reason for the Do Not Return identified?		Yes □	INO L
the Do Not Netur	ii identined:		
Comments:			

## Data Collection Tool Health Care Staffing Services

HCSS-1 & HCSS-2 Do Not Return Tally Sheet			
Monthly Report P		T	Τ
□Jan. 200 _	□ Apr. 200 _	□ Jul. 200 _	□ Oct. 200 _
□ Feb. 200 _	□ May 200 _	□ Aug. 200 _	□ Nov. 200 _
□Mar. 200 _	□Jun. 200 _	□ Sep. 200 _	□ Dec. 200 _
Do Not Return			
Occurrence Identifiers		# thru	
What is the total			
worked by active			
this reporting mor	nth'?		
What is the total i	number of hours		
worked by active			
this reporting mo		*This is the denominator for	
1,000?*		measures HCSS-1 and HCSS-2.	
Aggregate all worksheets with			
question #1 marked "yes".			
		This is the numerator for measure	
		HCSS-1.	
Aggregate all we	rkahaata with		
Aggregate all work			
question #2 marked "yes".		This is the numerator for measure	
		HCSS-2.	
Comments:			

## Data Collection Tool Health Care Staffing Services

HCSS-3 Personnel File Worksneet				
Monthly Report Pe	riod:			
□Jan. 200 _	□ Apr. 200 _	□Jul. 200 _	□ Oct. 200 _	
□ Feb. 200 _	□ May 200 _	□ Aug. 200 _	□ Nov. 200 _	
□Mar. 200 _	□Jun. 200 _	□ Sep. 200 _	□ Dec. 200 _	
_	_	· –	_	
Personnel File Rec	ord Identifier			
Is the staff member	<u> </u>	Yes □	No □ (stop)	
involved in the prov	-			
care as part of his	or her assigned			
duties?				
Did the staff member work at any		Yes □	No □ (stop)	
time during the app		163 🗆	No □ (stop)	
period?	modelo roporting			
		I	I	
Is there documentation in the		Yes □	No □ (stop)	
personnel file that		(file meets all		
that employee has met the		requirements for this element)		
minimum data requirements for job		uns element)		
appropriate credentials?			NI. T	
• Current	t state license OR	Yes □	No□ N/A□	
<ul> <li>Verifica</li> </ul>	ition of	Yes □	No □	
certification				
(if license not requ	ired by state law)			
	tion in the	V <b>-</b>	NI - T (-()	
Is there documentation in the		Yes □	No □ (stop)	
personnel file that demonstrates		(file meets all requirements for		
that employee has met the minimum data requirements for		this element)		
competency appropriate for		,		
competency appropriate for				

assigned duties?		
<ul> <li>Verification of prior work experience AND</li> </ul>	Yes □	No □
<ul> <li>Assessment of clinical skills (new hire &amp; annually) AND</li> </ul>	Yes □	No □
OSHA & HIPAA     compliance training     AND	Yes □	No □
<ul> <li>Current CPR Card (if required by state law)</li> </ul>	Yes □	No □ N/A □
	l	<u>I</u>
Is there documentation in the personnel file that demonstrates that employee has met the minimum data requirements for health screening?	Yes  (file meets all requirements for this element)	No □ (stop)
TB test (PPD) (annually) OR	Yes □	No □
<ul> <li>Documentation of previous +</li> </ul>	Yes □	No □
Is there documentation in the personnel file that demonstrates that employee has met the minimum data requirements for background check?	Yes  (file meets all requirements for this element)	No □ (stop)
<ul> <li>Verification of previous employers AND</li> </ul>	Yes □	No □
Reference checks     AND	Yes □	No □
Criminal records search (new hire & rehire)	Yes □	No □
0		
Comments:		

## Data Collection Tool Health Care Staffing Services

HC	288-3 Personnei	Flie Tally Sneet	
Monthly Report Pe	riod:		
□Jan. 200 _ □Feb. 200 _ □Mar. 200 _	□ Apr. 200 _ □ May 200 _ □ Jun. 200 _	□ Jul. 200 _ □ Aug. 200 _ □ Sep. 200 _	□ Oct. 200 _ □ Nov. 200 _ □ Dec. 200 _
Personnel File Record Identifiers		# thru	
What is the total number of active clinical staff for this reporting month?			
How many personnel files were sampled? *		*This is the denominator.	
		T	
What is the total number of personnel files for which the answer is "yes" for all components of the four data elements?		This is the nume	erator.
Comments:			