



PERSONNEL AND CLIENT COMPLIANCE

PERSONNEL COMPLIANCE		
Compliance Information	Initial Due Date (from hire date)	Updated
Child Abuse Clearance	Within 30 days	Once upon hire
Criminal Background Check	Within 30 days	Once upon hire
FBI Check (If hired after 7/1/2008)	Within 30 days	Once upon hire
Health Assessment	Within 60 days	Every two years
Confidentiality Agreement	Within 30 days	Once upon hire
Date of Birth	Upon hire	Once upon hire
Staff Qualifications	Within 30 days	Annually

CLIENT COMPLIANCE		
Compliance Information	Initial Due Date (from enrollment date)	Updated
Student Health Assessment	Within 60 days	Upon program entry and/or in Kindergarten, 6 th , or 9 th grades
Emergency Contact Form	Upon enrollment	Every 6 months
Student ID (7 digits- public & charter school only)	Within 30 days	Once upon enrollment
OST Consent Form	Within 30 days	Annually
School District Consent Form	Within 30 days	Annually
Means Test Worksheet	Within 30 days	Annually
School	Upon enrollment	Annually
Grade	Upon enrollment	Annually





PCAPS Attendance Information

Printing Sign-In/Out Sheets from PCAPS

- Log into PCAPS
- Select the *Client Management* tab
- Select *Attendance Group Maintenance* from the drop down list
- Select the *Activity Group* and *Class*
 - If you entered student data, the names will appear in the left-hand column
- Click Print Roster

Rounding Time in PCAPS

When recording attendance in PCAPS, round time to the nearest quarter hour to reflect fifteen minute intervals.

Time youth arrives to program	Time entered into PCAPS
2:53 – 3:07	3:00
3:08 – 3:22	3:15
3:23 – 3:37	3:30



Student Name	Student Signature	Staff Initials	Time In	Parent/Walker Signature	Time Out	Rounded
1 Audrey Bois	Audrey Bois	KMC	3:02	Monique Bois	5:15	
2 Mary Cannella	Mary Co	KMC	3:03	Mary Co	5:46	
3 Maurizio Herrera	Murzio Herrera	NLZ	3:06	K Herrera	5:17	
4 Michelle Maya	Michelle Maya	NLZ	3:08	Michelle Maya	5:29	
5 Delilah Reed	Delilah Reed	KMC	3:11	Mary Reed	5:18	
6 Ming Shen	Ming Shen	NLZ	3:12	Ming Shen	4:38	
7 Jiao Tu	Jiao Tu	NLZ	3:15	Jiao Tu	5:51	
8 Charles Wilson	Charles Wilson	NLZ	3:22	Charles Wilson	5:06	
9 Henry Yewen	Henry Yewen	KMC	3:26	Henry Yewen	4:39	



PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE



VERIFICATION DATE: 09/24/2009

SOCIAL SECURITY #: [REDACTED]

The above named person has applied for a Pennsylvania Child Abuse History Clearance pursuant to Chapter 63 of 23 Pa. Consolidated Statutes Annotated relating to the Child Protective Services Law. NO RECORD EXISTS in the Pennsylvania Department of Public Welfare's statewide Central Registry listing the applicant as a perpetrator of an Indicated or Founded report of child abuse or an Indicated or Founded report for school employees.

Applicants are required to show the Administrator the original document. Administrators are required to keep a copy of this child abuse history clearance on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.



ISSUED BY: Commonwealth of Pennsylvania
Department of Public Welfare
CHILDLINE AND ABUSE REGISTRY
ChildLine Verification Unit
P.O. Box 8170
Harrisburg, PA 17105-8170
(717) 783-6211

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT

Pennsylvania State Police
1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110
Response for Criminal Record Check

**PUBLIC HEALTH MANAGEMENT CORPORATION
260 SOUTH BROAD ST**

PHILADELPHIA PA 19102-5085



TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: [Redacted]
Date of Birth: [Redacted]
Social Security #: [Redacted]
Sex: [Redacted]
Race: [Redacted]
Date of Request: [Redacted]
Purpose of Request: [Redacted]

Maiden Name and/or Alias (1) (2)
(3) (4)

***** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL [Redacted]**

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTER AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS. THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES.

COMPARISON MADE WITH FINGERPRINTS

THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN <https://epatch.state.pa.us/RCStatusSearch.jsp> AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.

QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE AT TELEPHONE NUMBER 717-425-5546 FOR LOCAL CALLS OR TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

Certified by:

[Redacted]
Criminal Records and Identification Division
Pennsylvania State Police

**DISSEMINATED BY: SYSTEM
08/04/2009**

Office of Children, Youth, & Families



ChildLine & Abuse Registry
Criminal Verification Unit
P.O. Box 8063
Harrisburg, PA 17105-0063
(717) 772-1220

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC WELFARE



SSN: [Redacted]
TCN: [Redacted]
KRe: [Redacted]

Your Federal Bureau of Investigation (FBI) fingerprint based record check has been processed in accordance with Public Law 92-522 and the Child Protective Services Law (Title 23, Pa.C.S. Chapter 63). The following is the result of your federal criminal history background check as of **12/17/2009**.

NO RECORD EXISTS

RECORD EXISTS, but conviction(s) does not prohibit hire in a childcare position according to the Child Protective Services Law.

RECORD EXISTS, but no conviction(s) is shown. This does not prohibit hire in a childcare position according to the Child Protective Services Law.

DISQUALIFICATION - Record exists and contains a conviction(s) that is grounds for denying employment in a childcare position according to the Child Protective Services Law.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your record from one year following receipt of verification by making a written request to the address listed above. Applicants are required to provide this verification to the prospective employer immediately upon receipt.

Sincerely,

Division of Operations and Quality Management