

**UNACCOMPANIED REFUGEE MINORS PROGRAM  
MONITORING INSTRUMENT  
REVIEW OF STAFF RECORDS**

**I. Review Information**

A. RPB Reviewer: \_\_\_\_\_

B. Date of Review (mm/dd/yy): \_\_\_\_\_

C. Month/Year of Records (mm/yy): \_\_\_\_\_

**II. Staff Information**

A. Name: \_\_\_\_\_

B. Position: \_\_\_\_\_

C. Date of Hire or Contract Start Date (mm/dd/yy): \_\_\_\_\_

**III. Background Check Clearance (Contract Exhibit A, A.4)**

A. Background check conducted with DOJ, FBI, and Child Abuse Index Registry:

1. Date background check completed (mm/dd/yy): \_\_\_\_\_

2. Company who conducted the check (name/phone) : \_\_\_\_\_

3. Pass?  Yes  No

4. Are background check records located at the URM provider's office?

Yes  No

If no, where are they located and why?

\_\_\_\_\_

**IV. Training Requirements (Contract Exhibit A, A.3):**

A. Full-time URM staff received a minimum of 30 hours of training annually covering topics including, but not limited to, child welfare services, social work services, working with refugees and immigrants, child and adolescent development, and refugee mental health.

Yes  No

If no, why not?

\_\_\_\_\_

\_\_\_\_\_

B. URM staff received training and or information regarding the CDSS Confidentiality and Security Requirements for Contractors and Research Organizations, as described in Exhibit E – Attachment 1 of the Contract and documented by a signed Confidentiality Agreement.

Yes    No

If no, why not?

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