POLICY TRACKING

You must read and sign each company policy on hire. You must also re-read each policy annually thereafter and you may sign this tracking sheet annually to save on paper. You are responsible for all of the information in the policies whether you read the policies or not. You may get the current policies in the office or online at the insytt website where you can read each policy online or print each out to read. Once you have read each, initial in the appropriate column. By initialing you are agreeing that you have read and understand each policy and agree to the policy's dictates. Please submit this to the office and maintain a copy for your own files.

Name (Print)		Date	
Signature		Hire Date	

POLICIES	Original Date	Policy Update	Initials
Client & Staff Rights & Responsibilities	08-11		
Compliance with Background Screening Requirements	08-11		
Documentation	08-11		
Due Process	08-11		
Freedom of Choice	09-11		
HIPAA	08-11		
Rules & Regulations	08-11		
Self-Assessment	06-11		
Transitioning	08-11		
Marketing	08-11		
Person-Centered Process	08-11		
Promoting Health & Safety	08-11		
Reactive Strategies	09-11		
65G-8	09-11		
Scope of Services	09-11		
Reporting Measures	08-11	08-12	
Staffing	08-11		
Training	08-11		
Use of Vehicle & Driving Documentation	08-11		
Medication Administration Policy	10-10		
Medication Administration Procedures	08-09		
Medication Administration Guidelines	08-09		
Medication Administration Steps	08-09		