STATE OF CALIFORNIA — HEALTH AND HUMAN SERVICES AGENCY CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

## PERSONNEL REPORT

INSTRUCTIONS: This form is intended for keeping a current roster of all the facility personnel, other adults and licensees residing in the facility, including backup persons, volunteers and licensee if administrator/director. Show license/certificate number if applicable for specialized staff [e.g., Social Worker and other consultant(s)]. Show coverage for twenty-four hour supervision in residential facilities. Report any changes in personnel to the licensing agency as required by regulations. Send original to Licensing Agency and retain copy in facility file.

NAME OF FACILITY	FACILITY TYPE	FACILITY NUMBER		
PREPARED BY	DATE			

STAFF SUBJECT TO CRIMINAL BACKGROUND CHECK REQUIREMENTS: The following staff members are subject to a criminal background check pursuant to Sections 1522, 1568.09, 1569.17 and 1596.871 of the Health and Safety Code. A California background clearance or a criminal record exemption shall be obtained prior to employment, residence or initial presence in the facility.

NAME	NAME  DATE EMPL'D  DAYS SPECIFY DAYS AND HOURS ON DUTY  DAYS EPOM TO		SPECIFY DAYS AND HOURS O			SPECIFY DAYS AND HOURS ON DI			ON DUTY		
	CIVIPLD		DAYS	FROM	TO	DAYS	FROM	TO	DAYS	FROM	TO
Licensee/Administrator											
	-										······································
	<u> </u>					l	l	l			

LIC 500 (11/03) (PUBLIC) Page 1 of 2

ure Date											
NAME DA EMI	DATE EMPL'D	JOB TITLE	DAYS AI	SPECIFY DAYS AND HOURS ON DAYS FROM		SPECIFY DAYS AND HOURS ON DUTY DAYS FROM TO			SPECIFY DAYS AND HOURS ON DUT DAYS FROM TO		
											,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

B. STAFF EXEMPT FROM CRIMINAL BACKGROUND CHECK REQUIREMENTS: The following are believed exempt from criminal background check requirements pursuant to Sections 1522, 1568.09,