

Florida home health personnel file requirements

Personnel file checklist

Reviewed 2026-10-15. Every line cites the rule it comes from. This checklist is general information, not legal advice.

EVERY STAFF MEMBER

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| ☐ One-time HIV and AIDS education course certificate or roster entry, dated within 30 days of employment (except employees subject to s. 456.033, F.S.)
All employees Once, within 30 days of employment | Fla. Admin. Code R. 59A-8.0095(5)(r)
FL licensed HHA (all) |
| ☐ Agency record of employees and dates of attendance at the HIV and AIDS course; a dated certificate from a prior covered facility is acceptable in place of repeating the course
All employees At completion, or at hire if a prior certificate is accepted | s. 381.0035(1)-(2), F.S.
FL licensed HHA (all) |
| ☐ Basic written information about interacting with persons who have Alzheimer's disease or related dementia; a signed acknowledgment of receipt is the usual evidence
Level 2 screened employees, contracted staff and independent contractors Upon beginning employment | s. 430.5025(4)(a), F.S. (applied by s. 400.4785, F.S.)
FL licensed HHA (all) |
| ☐ Department of Elderly Affairs 1-hour dementia course completion record showing curriculum, employee name and completion date; retained by the agency, with a copy furnished to the employee on written request
Employees who provide personal care or have regular contact with patients Within 30 days after beginning employment; not repeated on moving to another covered provider | s. 430.5025(4)(b) and (4)(b)1.-3., F.S.
FL licensed HHA (all) |
| ☐ 2 additional hours of dementia training from a qualified training provider, covering behavior management, promoting independence in activities of daily living, and working with families and caregivers
Employees who provide personal care Within 7 months after beginning employment | s. 430.5025(4)(c), F.S.
FL licensed HHA (all) |
| ☐ Form I-9, Section 1 completed and signed by the employee, plus preparer or translator certification if used
All W-2 employees At the time of hire | 8 CFR 274a.2(b)(1)(i)(A)
all US employers |
| ☐ Form I-9, Section 2 completed and signed by the employer after examining identity and work authorization documents
All W-2 employees Within three business days of the hire; at the time of hire if employment lasts under three business days | 8 CFR 274a.2(b)(1)(ii)(A)-(B), (b)(1)(iii);
s. 448.095(2)(a), F.S.
all US employers |
| ☐ Form I-9 filed with a calculated purge date, retained 3 years after hire or 1 year after termination, whichever is later
All W-2 employees, including terminated At hire, with the purge date calculated the same day | 8 CFR 274a.2(b)(2)(i)(A)
all US employers |

☐	Copy of the eligibility documentation the employee provided and any official verification generated, retained at least 3 years; copying is optional federally under 8 CFR 274a.2(b)(3) but required in Florida All W-2 employees At hire, with the copy filed the same day	s. 448.095(2)(d), F.S. all Florida employers
☐	E-Verify case result, showing case number and closure, for each new hire All new W-2 employees Within 3 business days after the first day of work for pay	s. 448.095(2)(a) and (2)(b)2., F.S. all Florida employers
☐	Dated E-Verify outage documentation, such as a screenshot for each affected day or a public unavailability announcement, when the system is unavailable for the full 3 business days HR or administrator, per affected new hire Only when E-Verify is unavailable for 3 business days after the first paid day	s. 448.095(2)(c), F.S. all Florida employers
☐	Hepatitis B vaccination record, proof of prior series or immunity, or the signed Appendix A declination statement Employees with occupational exposure Vaccination offered within 10 working days of initial assignment	29 CFR 1910.1030(f)(2)(i), (f)(2)(iv) all US employers
☐	Bloodborne pathogens training record with date, content summary, trainer name and qualifications, and attendee names and job titles; kept 3 years from the training date Employees with occupational exposure At initial assignment, then within one year of the previous session	29 CFR 1910.1030(g)(2)(i)-(ii), (g)(2)(iv), (h)(2)(i)-(ii) all US employers
☐	Stand-alone FCRA disclosure and signed authorization before ordering a background report from a commercial consumer reporting agency, plus pre-adverse and adverse action documentation if used; this does not apply to the Clearinghouse Level 2 result Applicants or employees on whom a commercial consumer report is obtained Before each report is procured; pre-adverse packet before any adverse decision	15 U.S.C. 1681b(b)(2)(A)(i)-(ii), 1681b(b)(3)(A); 15 U.S.C. 1681m(a) all US employers
BACKGROUND SCREENING AND THE CLEARINGHOUSE		
☐	Level 2 Clearinghouse eligibility result filed in the employee's personnel file All screened employees and contractors Before the person has contact with any patient; refile after each rescreen	Fla. Admin. Code R. 59A-35.090(3)(c); s. 408.809(1)(e), F.S.; s. 400.512, F.S. FL licensed HHA (all)
☐	Signed AHCA Form 3100-0008, Attestation of Compliance with Background Screening Requirements (July 2024) All screened employees and contractors Completed by the individual and retained by the provider upon hire	Fla. Admin. Code R. 59A-35.090(2)(d) and (3)(c); s. 435.05(2), F.S. FL licensed HHA (all)
☐	Signed Clearinghouse Privacy Policy acknowledgment, generated during the person's first Clearinghouse screening in the Clearinghouse Results Website and printed from that screening record All screened employees and contractors Once, at the person's first Clearinghouse screening	AHCA, Clearinghouse Renewals FAQ (guidance, not rule text) FL licensed HHA (all)
☐	Documented start-of-patient-contact date compared against the eligibility date, with orientation-only status noted where the person was hired before results returned All screened staff Before first contact with any vulnerable person	s. 435.06(2)(a) and (2)(d), F.S. FL licensed HHA (all)

☐	Evidence the administrator and chief financial officer were screened and qualified before appointment Administrator; chief financial officer Prior to appointment	Fla. Admin. Code R. 59A-35.090(2)(e); s. 408.809(1)(b)-(c), F.S. FL licensed HHA (all)
☐	Renewal eligibility result, plus tracking of each person's Retained Prints Expiration Date; AHCA allows a renewal to be initiated in the 60 days before that date, and after it passes a new screening rather than a renewal is required All screened staff, contractors, administrator, financial officer, controlling interests Every 5 years following employment or contract start	s. 408.809(2), F.S.; s. 435.12(2)(a)3.-4., F.S.; AHCA Clearinghouse Renewals page FL licensed HHA (all)
☐	Clearinghouse Employee/Contractor Roster entry and status-change confirmation for hire and separation All screened staff and contractors Within 5 business days after initial status or any change in status	s. 435.12(2)(c) and (2)(c)2., F.S. FL licensed HHA (all)
☐	Clearinghouse screening request record preceding each Livescan submission All screened staff and contractors Before each fingerprint submission, initial and rescreen	s. 435.12(2)(d), F.S. FL licensed HHA (all)
☐	Employment-gap check at rehire and a new national screening result where the break exceeded 90 days Rehires and returning contractors At rehire or return after a break of more than 90 days	s. 435.12(2)(b)1., F.S. FL licensed HHA (all)
☐	Copy of the written notice to the employee stating the specific record indicating noncompliance Any screened person with a disqualifying result On receipt of a disqualifying result	s. 435.06(1), F.S. FL licensed HHA (all)
☐	Dated record of removal from contact with vulnerable persons following an arrest for a disqualifying offense, and of the resolution decision Any screened person arrested for a disqualifying offense Immediately on becoming aware of the arrest	s. 435.06(2)(b), F.S. FL licensed HHA (all)
☐	Termination or reassignment record, or the granted exemption decision letter Any screened person found noncompliant with ch. 435 standards On confirmed disqualification	s. 435.06(2)(c), F.S.; s. 435.07, F.S. FL licensed HHA (all)
☐	Dated exemption request and the date the person received the rescreen results, where a currently employed or contracted person previously qualified under s. 435.04 has a rescreen surface an offense committed before the last screening; for a DOH-licensed professional practicing in scope the request goes to the DOH board rather than AHCA Currently employed or contracted persons whose rescreen surfaces a pre-existing offense Request must reach the appropriate licensing agency within 30 days after the person receives the results	s. 408.809(4), F.S. (unnumbered paragraph following (4)(w)); s. 408.809(6)(b), F.S. FL licensed HHA (all)
☐	Contractor screening evidence in your own file, or a dated note recording that the contractor's employer holds it; the statute allows either, but Rule 59A-35.090(3)(c) has no contractor exception Contractors who provide personal care or services directly to clients, and contractors with access to client funds, property or living areas Before the contractor has patient contact; rescreen every 5 years	s. 408.809(1)(e), F.S.; Fla. Admin. Code R. 59A-35.090(3)(c) FL licensed HHA (all)
☐	Copy of the agency's signed attestation of compliance with ch. 435 filed with AHCA; this is an agency-level record, not a personnel file item Agency; administrator Annually or at the time of license renewal	s. 435.05(3), F.S. FL licensed HHA (all)

HOME HEALTH AIDE AND CNA

☐	Documentation of the CNA's current State of Florida certification CNA Prior to the CNA providing services; re-verify at each biennial renewal	Fla. Admin. Code R. 59A-8.0095(5)(b); s. 464.203(8), F.S. FL licensed HHA (all)
☐	Copy of the current out-of-state nursing assistant certificate CNA certified in another state working as a home health aide Before providing services	Fla. Admin. Code R. 59A-8.0095(5)(b) FL licensed HHA (all)
☐	Documentation of successful completion of at least 40 hours of training in the 16 listed subject areas, or of passing the AHCA competency test Home health aide Prior to the aide providing services	Fla. Admin. Code R. 59A-8.0095(5)(c) and (5)(c)1.-16.; s. 400.497(1), F.S. FL licensed HHA (all)
☐	Trainer signature and qualifications on the training documentation, showing an RN with at least two years of nursing experience, one of it in home health care; the rule does not require the trainer's license number, though recording it makes the experience test auditable Home health aide; RN trainer At training	Fla. Admin. Code R. 59A-8.0095(5)(c), (5)(f)-(h) FL licensed HHA (all)
☐	Completion documentation reflecting the aide's in-person demonstration of the skills for the listed subject areas, whatever the delivery method; the demonstration is mandatory, but the rule requires only documentation of successful completion, so a separate dated skills-demonstration sheet is recommended practice for proving it Home health aide At training completion, before providing services	Fla. Admin. Code R. 59A-8.0095(5)(c) (new 5/31/2026) FL licensed HHA (all)
☐	Curriculum with hours per topic attached to the training documentation; not required of an aide trained at another Florida licensed agency under (5)(e), which asks only for documentation of successful completion Home health aide trained out of state (5)(f), at a school (5)(g), or in house (5)(h) Before providing services	Fla. Admin. Code R. 59A-8.0095(5)(f), (5)(g), (5)(h) FL licensed HHA (all)
☐	Prior licensed agency's documentation of successful completion of the 40-hour training Home health aide trained at another licensed Florida agency At hire, before providing services	Fla. Admin. Code R. 59A-8.0095(5)(e); s. 400.497(1), F.S. FL licensed HHA (all)
☐	Out-of-state course documentation showing institution name and address, state school license number, student name, curriculum, total hours, hours per topic, trainer signature and qualifications, completion date, and in-person competency validation Home health aide trained in another state At hire, before providing services	Fla. Admin. Code R. 59A-8.0095(5)(f) (new 5/31/2026) FL licensed HHA (all)
☐	Vocational or DOE-approved career school documentation with the same itemized elements, including the DOE school license number, and in-person competency validation Home health aide trained at a school At hire, before providing services	Fla. Admin. Code R. 59A-8.0095(5)(g) (new 5/31/2026) FL licensed HHA (all)
☐	Agency-issued document titled 'Home Health Aide Training Documentation' carrying agency name, address, phone and license number; student name, address, phone and SSN; total clock hours; hours per topic; trainer signature and qualifications; completion date; and the s. 400.497(1) statement Home health aide trained in house At successful completion of the training	Fla. Admin. Code R. 59A-8.0095(5)(h) FL licensed HHA (all)
☐	Access controls on the agency-issued training documentation and the test-passage documentation, both of which carry a Social Security number Agency records custodian From issuance onward	Fla. Admin. Code R. 59A-8.0095(5)(h), (5)(i)3. recommended practice, not law

☐	Wording check on agency-issued training documentation: no use of 'diploma,' 'certificate,' 'certification of completion,' or 'transcript'; no fee charged; no advertising of aide training Agency; aides trained in house At issuance	Fla. Admin. Code R. 59A-8.0095(5)(h) FL licensed HHA (all)
☐	Your own validation of the aide's competency of training whenever the training came from another institution, school or agency; the duty is mandatory, but the rule prescribes no evaluator, no form and no date, so an RN-signed skills checklist is recommended practice Home health aide trained elsewhere Before the aide provides services is the conservative reading; paragraph (5)(j) itself states no deadline	Fla. Admin. Code R. 59A-8.0095(5)(j) (new 5/31/2026) FL licensed HHA (all)
☐	Copy of the current competency test version (AHCA 3110-1007, September 2025) and of the agency's emailed request to AHCA; the rule requires only that you keep documentation of passage, so keeping the form version and the request is recommended practice for showing you used the September 2025 version Agency using the test route Before administering the test	Fla. Admin. Code R. 59A-8.0095(5)(i) FL licensed HHA (all)
☐	Scored competency test record showing accurate performance of all 14 practical tasks and 90 or more of 104 written questions, with date Home health aide tested by the agency Before providing services	Fla. Admin. Code R. 59A-8.0095(5)(i)1. and 1.a. FL licensed HHA (all)
☐	Evaluator name, credential and signature on the practical test record: an RN, or an LPN under RN supervision Home health aide; RN or LPN evaluator At testing	Fla. Admin. Code R. 59A-8.0095(5)(i)2. FL licensed HHA (all)
☐	Test-passage documentation furnished to a new employing agency on request; the rule says it 'should include' the aide's name, address and SSN, the agency's name and address, the date passed and the signature of the person providing it Agency that administered the test On request from the new employing agency	Fla. Admin. Code R. 59A-8.0095(5)(i)3. FL licensed HHA (all)
☐	Medication-assistance training record of at least 2 hours covering state law and rule requirements, procedures, common medications, side effects and adverse reactions, and follow-up, with verification that the person can read the prescription label and any instructions Home health aides and CNAs who assist with self-administered medication Prior to assuming the responsibility	Fla. Admin. Code R. 59A-8.0095(5)(c)15. FL licensed HHA (all)
☐	Separate 2-hour medication-assistance training record for any aide who qualified by passing the competency test; test passage alone does not authorize medication assistance Home health aide who passed the test and will assist with medications Before assisting with medications	Fla. Admin. Code R. 59A-8.0095(5)(i)1.b. FL licensed HHA (all)
☐	RN review confirming the patient is medically stable with self-administration, and the RN's review and reconciliation of all prescribed and over-the-counter medications; this is a patient-record item, cross-referenced from the aide's file Patients receiving aide or CNA medication assistance; reviewing RN Before the aide or CNA assists with self-administered medication	Fla. Admin. Code R. 59A-8.0095(5)(m) FL licensed HHA (all)

☐	Patient's or caregiver's written consent to receive assistance with self-administered medication from an unlicensed person, after a licensed health care professional informs them of the arrangement Patients receiving aide or CNA medication assistance Before the aide or CNA assists with self-administered medication	Fla. Admin. Code R. 59A-8.0095(5)(n); s. 400.488(2), F.S. FL licensed HHA (all)
☐	In-service attendance records or certificates dated within each calendar year; the state rule sets no hour minimum Home health aides and CNAs Each calendar year	Fla. Admin. Code R. 59A-8.0095(5)(k) FL licensed HHA (all)
☐	Current CPR certificate from an American Red Cross, American Heart Association, National Safety Council or CAPCE-accredited provider, from a course requiring an in-person demonstration; see the aide and CNA section on cards that fall outside that safe harbor Home health aides and CNAs Obtain and keep current; the rule sets no deadline (before providing services is recommended practice)	Fla. Admin. Code R. 59A-8.0095(5)(k) FL licensed HHA (all)
☐	Delegated-task training and validation records for tasks beyond assigned personal care, including medication administration; the content, hours and format of that training are set by Rules 59A-8.0097, 59A-8.0219 and 59A-8.0216, F.A.C., which this guide does not summarize, so read those rules or ask AHCA before an RN delegates Home health aides and CNAs performing delegated tasks; delegating RN Before performing the delegated task	Fla. Admin. Code R. 59A-8.0095(3)(e); Rules 59A-8.0097, 59A-8.0219 and 59A-8.0216, F.A.C. FL licensed HHA (skilled care only)
☐	RN-signed confirmation that the aide or CNA is qualified for the assigned personal care tasks based on training and experience; the duty is on the RN and the signed form is recommended practice RN assigning tasks; home health aides and CNAs Once at hire, and again whenever the aide is assigned a task type not covered by the existing qualification record	Fla. Admin. Code R. 59A-8.0095(3)(b) FL licensed HHA (all)
☐	RN supervisory visit records for each aide or CNA, on site as needed based on the severity of the patient's condition and the aide's training and experience; documented in the patient file and cross-referenced from the personnel file Home health aides and other unlicensed assistive personnel, employed or contracted; CNAs are not unlicensed assistive personnel (Fla. Admin. Code R. 64B9-14.001(1)) but remain under on-site supervision as needed under (3)(d) As needed; no interval is set by rule or by s. 400.487(3), F.S., so agency policy sets the cadence	Fla. Admin. Code R. 59A-8.0095(3)(c)-(d); s. 400.487(3), F.S. FL licensed HHA (all)
☐	Patient's, guardian's or legal representative's written consent to send an RN into the home to conduct supervisory visits Every patient served by unlicensed assistive personnel Before the first supervisory visit	Fla. Admin. Code R. 59A-8.0095(3)(c) FL licensed HHA (all)
☐	Where a patient receives only physical, speech or occupational therapy alongside aide or CNA services, the supervising licensed therapist's license verification and the supervision records, in place of the RN's Any agency, case by case, where a patient receives only physical, speech or occupational therapy plus aide or CNA services Before the aide provides services	Fla. Admin. Code R. 59A-8.0095(5)(a) FL licensed HHA (all)
☐	Record of patient-specific teaching by a licensed health professional before the aide performs a restricted 'other activity' such as glucometer use, catheter care, ostomy bags, mechanical lift or vital signs; the teaching is required and the record of it is recommended practice Home health aides and CNAs Before performing the task for that patient	Fla. Admin. Code R. 59A-8.0095(5)(l)3. FL licensed HHA (all)

☐	Check that no written assignment or training record puts an aide or CNA on a task the rule prohibits, including enteral feeding, catheterization, sterile dressing changes, wound or body-cavity irrigation, Schedule II, III or IV controlled substances, applying heat, tracheotomy care, and filling or removing medications from a pill organizer or electronic dispenser Home health aides and CNAs; assigning RN At each written assignment and at each training review	Fla. Admin. Code R. 59A-8.0095(5)(p) FL licensed HHA (all)
☐	Proof of graduation from an accredited school of nursing, or of Florida or out-of-state RN or LPN licensure, for nurses and nursing graduates working as home health aides; the rule does not say whether they also need the 40-hour documentation, so confirm with AHCA before treating the diploma or license as a substitute Nursing graduates awaiting boards; RNs and LPNs employed as aides At hire	Fla. Admin. Code R. 59A-8.0095(5)(q) FL licensed HHA (all)
LICENSED NURSES AND THERAPISTS		
☐	Primary-source verification that the RN is currently licensed under Chapter 464, F.S., or holds an active multistate license under s. 464.0095, F.S., with status and expiration; the rule prescribes no verification method or interval RN (employees and contractors) Before providing services; re-verify at each expiration	Fla. Admin. Code R. 59A-8.0095(3)(a) FL licensed HHA (all)
☐	LPN license verification under Chapter 464, F.S. LPN Before providing services; at each renewal	Fla. Admin. Code R. 59A-8.0095(4)(a) FL licensed HHA (all)
☐	Nursys multistate privilege verification for an LPN working on a compact license, kept alongside the license; paragraph (4)(a) was not amended to recognize s. 464.0095, so confirm with AHCA's Home Health Unit before relying on a multistate LPN license LPN working on a multistate license At hire; re-verify at each expiration	Fla. Admin. Code R. 59A-8.0095(4)(a) (no multistate language) recommended practice, not law
☐	Completed, dated annual evaluation of the LPN's performance of duties by a registered nurse, plus the agency policy providing for it; the rule's stated requirement is the policy provision, and the completed evaluation is the evidence LPN Annually	Fla. Admin. Code R. 59A-8.0095(4)(a) FL licensed HHA (all)
☐	LPN on-site supervisory visit documentation, indexed so it can be produced per nurse; the visits are made by the directing RN as needed based on the severity of the patient's condition and the nurse's training and experience, and are documented in patient files LPN; directing RN As needed; the rule sets no interval	Fla. Admin. Code R. 59A-8.0095(4)(a) FL licensed HHA (all)
☐	PT and PTA license verification under Chapter 486, F.S. Physical therapist and physical therapist assistant Before providing services; at each renewal	Fla. Admin. Code R. 59A-8.0095(6)(a) FL licensed HHA (all)
☐	Record naming the supervising physical therapist for each PTA and the two-way communication method by which the PT is accessible at all times; on-site supervision is not required, but accessibility is Physical therapist assistant; supervising PT At assignment; update on any change	Fla. Admin. Code R. 59A-8.0095(6)(a)2. FL licensed HHA (all)
☐	Speech pathologist license verification under Chapter 468, F.S. Speech pathologist Before providing services; at each renewal	Fla. Admin. Code R. 59A-8.0095(7) FL licensed HHA (all)

☐	OT and OTA license verification under Chapter 468, F.S., plus a record naming the licensed occupational therapist who directs the assistant's duties Occupational therapist and occupational therapist assistant Before providing services; at each renewal	Fla. Admin. Code R. 59A-8.0095(8)(a) FL licensed HHA (all)
☐	Respiratory therapist license verification under Chapter 468, F.S., plus verification of at least one year of respiratory therapy experience Respiratory therapist Before providing services; license at each renewal	Fla. Admin. Code R. 59A-8.0095(9)(a) FL licensed HHA (all)
☐	Social work diploma or transcript from an accredited school, verification of one year of social services experience, and a Chapter 491, F.S. license if the social worker provides clinical counseling Social worker At hire	Fla. Admin. Code R. 59A-8.0095(10)(a)-(b) FL licensed HHA (all)
☐	Dietitian or nutritionist license verification under Chapter 468, F.S., plus verification of at least 1 year of dietetics and nutrition practice experience Dietitian or nutritionist Before providing services; license at each renewal	Fla. Admin. Code R. 59A-8.0095(11)(a) FL licensed HHA (all)

ADMINISTRATOR AND ALTERNATE ADMINISTRATOR

☐	Administrator qualification evidence: Florida physician, PA or RN license verification, or resume and employment verification showing at least 1 year of supervisory or administrative experience in home health care or a ch. 395, ch. 400 Part II or ch. 429 Part I facility Administrator At designation or hire; re-verify licensure at each renewal if qualifying by license	Fla. Admin. Code R. 59A-8.0095(1)(a)1.; s. 400.462(1), F.S. FL licensed HHA (all)
☐	Payroll evidence of direct-employee status from the agency, a management company under a day-to-day management contract, or an employee leasing company, plus the management or leasing contract where applicable; AHCA surveyor guidance names a W-4 or Florida W-2 form for the DON position Administrator; director of nursing At hire; whenever the payroll arrangement changes	s. 400.462(10), F.S.; AHCA ASPEN State Regulation Set H 8.07, guidance on the director of nursing qualifications, s. 400.462 and s. 400.476(2), F.S. FL licensed HHA (all)
☐	Written designation of the on-site alternate administrator, stating that the alternate is readily available on the premises or by telecommunications during designated business hours and has the responsibility and authority for daily operation during the administrator's absence Administrator; alternate administrator At designation, for each licensed entity; update on any change	Fla. Admin. Code R. 59A-8.0095(1)(a)2.; s. 400.476(1)(a), F.S. FL licensed HHA (all)
☐	Alternate administrator qualification evidence under s. 400.462(1), F.S. Alternate administrator At designation	Fla. Admin. Code R. 59A-8.0095(1)(a)2. FL licensed HHA (all)
☐	Controlling-interest and geographic service area documentation where one alternate administrator serves up to five agencies Alternate administrator At designation	Fla. Admin. Code R. 59A-8.0095(1)(a)3. recommended practice, not law
☐	Controlling-interest documentation where one administrator manages up to five agencies Administrator At designation; whenever ownership or assignments change	s. 400.476(1)(a), F.S. (as amended by ch. 2025-127, effective 7/1/2025) recommended practice, not law
☐	Copy of the AHCA change-of-administrator or alternate submission with the date sent, and the appointee's Level 2 eligibility result; AHCA surveyor guidance on Fla. Admin. Code R. 59A-8.0095(1)(b) in ASPEN State Regulation Set H 8.07 tells the surveyor to ask for the notification documentation Administrator; alternate administrator On each change	Fla. Admin. Code R. 59A-8.0095(1)(b) FL licensed HHA (all)

☐	Physician, PA or RN license verification for an administrator who also serves as director of nursing Administrator serving as DON At designation; re-verify at each license renewal	s. 400.476(1)(b), F.S. FL licensed HHA (all)
☐	Dated full-time-equivalent headcount record showing fewer than 10 full-time-equivalent employees and contracted personnel; the rule's threshold ('less than a total of 10') is stricter than the statute's '10 or fewer', so use the rule's Administrator serving as DON At designation; recheck whenever headcount changes	Fla. Admin. Code R. 59A-8.0095(2)(f); s. 400.476(1)(b), F.S. FL licensed HHA (all)
☐	Separate DON qualification evidence for an administrator serving as DON: Florida RN license, direct-employee payroll proof and 1 year of RN supervisory experience. Section 400.476(1)(b) permits a physician or PA administrator to serve as DON, but the s. 400.462(11) definition reaches only an RN; confirm with AHCA before relying on a non-RN Administrator serving as DON At designation	s. 400.462(11), F.S.; s. 400.476(1)(b), F.S. FL licensed HHA (all)

DIRECTOR OF NURSING AND ALTERNATE

☐	DON qualification evidence: Florida RN license verification, nursing school diploma or transcript, and verification of at least 1 year of supervisory experience as an RN. The rule's cross-reference to s. 400.462(10) is stale; the DON definition is at s. 400.462(11) Director of nursing At hire or designation; re-verify the RN license at each renewal	Fla. Admin. Code R. 59A-8.0095(2)(a)1.; s. 400.462(11), F.S. FL licensed HHA (skilled care only)
☐	Written designation of an alternate director of nursing meeting the DON criteria where the DON serves more than two licensed agencies, stating the same availability and authority terms as for the alternate administrator Director of nursing; alternate DON At designation	Fla. Admin. Code R. 59A-8.0095(2)(g); s. 400.462(11), F.S. (the rule's cross-reference to 400.462(10) is stale here as well as in (2)(a)1.) FL licensed HHA (skilled care only)
☐	Written delegation from the DON to a qualified RN at each agency where one DON covers three to five commonly owned agencies Director of nursing; delegated RN At designation; in place whenever the DON is not present	s. 400.476(2)(a)2.c., F.S. FL licensed HHA (skilled care only)
☐	Copy of the AHCA DON or alternate DON change submission with proof of date sent, plus the new DON's Level 2 eligibility result Director of nursing; alternate DON Within 10 business days after DON termination; within 10 days after the new DON is hired	Fla. Admin. Code R. 59A-8.0095(2)(h); s. 400.476(2)(b), F.S. FL licensed HHA (skilled care only)
☐	Dated evaluation of each member of the nursing personnel by or under the director of nursing; the duty to 'employ and evaluate nursing personnel' carries no stated interval, so agency policy sets the cycle Director of nursing; all nursing personnel No interval is stated in the rule; set one in policy and follow it	Fla. Admin. Code R. 59A-8.0095(2)(c)2. FL licensed HHA (skilled care only)
☐	Quality assurance program records including at least quarterly documentation of the review of care and services in a sample of both active and closed clinical records, signed by the DON or the DON's delegate; this is an agency record, not a personnel file item Director of nursing At least quarterly	Fla. Admin. Code R. 59A-8.0095(2)(e) FL licensed HHA (skilled care only)

☐	Agency policy set the DON owns: biomedical waste policies for agencies providing nursing and physical therapy; CDC and OSHA safety, universal precautions and infection control policies; policies for and records of admission criteria, case assignment and case management; nursing delegation policies under ch. 64B9-14, F.A.C.; and the current procedure and patient care policy manuals. These are agency records, not personnel file items Director of nursing; administrator or alternate administrator for biomedical waste In place and current at all times; review on each policy cycle	Fla. Admin. Code R. 59A-8.0095(2)(a)2.-4., (2)(b), (2)(c)1., 4., 5. FL licensed HHA (skilled care only)
☐	Visit and service records indexed by staff member so the DON can produce a signed certified report of a named person's services on request; this is an agency record, not a personnel file document Director of nursing; all direct service and contracted staff Within two hours of an AHCA request, or three hours if the period requested exceeds one year; AHCA may look back up to 2 years	Fla. Admin. Code R. 59A-8.0095(2)(d); s. 400.497(5)(b), F.S. FL licensed HHA (skilled care only)
MEDICARE-CERTIFIED OVERLAY		
☐	Evidence the aide is a qualified home health aide under one of the federal routes: 75-hour training plus competency evaluation, competency evaluation alone, a state-approved nurse aide program with current registry good standing, or a state licensure program meeting (b) and (c) Home health aides and CNAs working as aides Before furnishing services	42 CFR 484.80(a)(1) Medicare-certified only
☐	Training documentation showing at least 75 total hours with a minimum of 16 classroom hours preceding a minimum of 16 supervised practical hours, across the 14 federal subject areas Home health aides at a Medicare-certified HHA who qualify through a training and competency evaluation program (42 CFR 484.80(a)(1)(i), (iv)) Before furnishing services	42 CFR 484.80(a)(1)(i), (iv); (b)(1)-(2), (b)(3)(i)-(xiv), (b)(4) Medicare-certified only
☐	Competency evaluation record performed by a registered nurse, with the required subjects observed with a patient or pseudo-patient Home health aides Before furnishing services; after a deficiency verified during an on-site visit, retraining and a competency evaluation for the deficient and all related skills	42 CFR 484.80(c), (c)(1), (c)(3), (c)(5); (h)(3) Medicare-certified only
☐	Verification that there has been no continuous 24-month period without compensated home health services since the aide's most recent qualifying program Home health aides At hire and on return from extended leave	42 CFR 484.80(a)(2) Medicare-certified only
☐	In-service log per aide totaling at least 12 hours in each 12-month period, supervised by a registered nurse; this runs on a different clock from Florida's calendar-year in-service Home health aides At least 12 hours in each 12-month period, applied consistently	42 CFR 484.80(d), (d)(1)-(2) Medicare-certified only
☐	Dated exclusion screening result for each employee and contractor against the OIG List of Excluded Individuals and Entities; federal law bars program payment for items or services furnished by an excluded person and imposes civil money penalties on a person who contracts with one All employees and contractors At hire and on a cadence the agency sets; OIG guidance suggests monthly, which is guidance rather than regulation	42 CFR 1001.1901(b)(1); 42 CFR 1003.200(b)(4) Medicare-certified only

☐	Administrator qualification evidence: physician or RN license or undergraduate degree, plus at least 1 year of supervisory or administrative experience in home health care or a related program; administrators employed before January 13, 2018 are grandfathered Administrator At hire or appointment	42 CFR 484.115(a)(1)-(2) Medicare-certified only
☐	Clinical manager qualifying license and job description covering the oversight duties, with a clinical manager available during all operating hours Clinical manager, often the DON At appointment; license at each renewal	42 CFR 484.115(c); 42 CFR 484.105(b)(1)(iii), (c) Medicare-certified only
☐	Discipline qualification evidence under the federal personnel standards for RN, LPN, PT and PTA, OT and OTA, SLP and medical social worker RN, LPN, PT, PTA, OT, OTA, SLP, MSW and social work assistant At hire; re-verify at each license renewal	42 CFR 484.115(k), (e), (h)-(i), (f)-(g), (n), (m), (l) Medicare-certified only
☐	Written personnel qualification policies, and written authorization of the pre-designated alternate by the administrator and the governing body; the written alternate designation itself is separately required of every Florida licensed agency by 59A-8.0095(1)(a)2. Administrator; alternate administrator; all staff for the policy At appointment; review when personnel change	42 CFR 484.105(b)(1)(iv), (b)(2) Medicare-certified only
☐	Written agreement with each individual or organization furnishing services under arrangement, plus evidence the party has not been denied enrollment, excluded, terminated, revoked or debarred, and training or competency evidence for contracted aides Contractors and staffing-agency personnel Before services under arrangement begin	42 CFR 484.105(e)(2); 42 CFR 484.80(h)(5)(iii) Medicare-certified only
☐	Evidence that every person furnishing services is licensed, certified or registered as the state requires All clinical staff and contractors At hire; at each renewal	42 CFR 484.100(b) Medicare-certified only
☐	Infection control education record for each staff member as part of the agency's documented infection control program; no federal frequency is set All staff At orientation and as the agency's documented program requires	42 CFR 484.70 and 484.70(c) Medicare-certified only
ACCREDITATION ADD-ONS		
☐	Position application (ACHC marks this not applicable for contract staff), dated and signed withholding statement, and evidence of access to personnel policies. ACHC's checklist also lists the Form I-9 in this block, but that duty is federal (8 CFR 274a.2) and applies whether or not the agency is accredited Employees At hire	ACHC HH4-1A.02, HH4-2I.01 (Personnel Files Survey Checklist [802]) accreditation only
☐	Evidence that licensed staff credentials were verified by primary source at hire and prior to expiration All licensed personnel including contractors At hire and prior to expiration of each credential	ACHC HH4-2B.01 (Personnel Files Survey Checklist [802]; ACHC article, April 18, 2023) accreditation only
☐	Initial and annual TB screening, with an annual TB risk assessment determining the type and frequency of ongoing screening; Rule 59A-8.0095 contains no TB screening requirement All direct care personnel including contractors Upon hire, then annually per the risk assessment	ACHC HH4-2C.01; CHAP IPC.14 (Home Health Policy List, July 2025) accreditation only

☐ Signed and dated job description or contractor agreement, re-signed at each revision; AHCA surveyor guidance separately expects a job description in the director of nursing's file (AHCA ASPEN State Regulation Set H 8.07, guidance on the director of nursing qualifications, s. 400.462 and s. 400.476(2), F.S.) All staff and contractors At hire and at each revision	ACHC HH4-2E.01 accreditation only
☐ Current driver's license copy and motor vehicle record check for staff who drive Field staff who drive as part of their duties At hire	ACHC HH4-2F.01 accreditation only
☐ OIG List of Excluded Individuals and Entities check and, where applicable, a national sex offender registry search. Rule 59A-8.0095 contains no exclusion-check requirement, but a Level 2 investigation already searches the sexual predator and sexual offender registries of every state the person lived in over the preceding 5 years, and a Medicare or Medicaid agency has separate federal exposure for employing an excluded person All personnel including contractors At hire, then on the cadence your accreditor and your own policy set	ACHC HH4-2H.01; s. 435.04(1)(a), F.S.; 42 CFR 1001.1901(b)(1) accreditation only
☐ Signed confidentiality statement and, where applicable, a conflict of interest disclosure All staff, contractors and governing body members At hire	ACHC HH2-5A; ACHC HH1-4A.01 accreditation only
☐ Documented orientation and most recent annual performance evaluation, reviewed and signed by the employee. Florida's only evaluation duties are the DON's untimed duty to 'employ and evaluate nursing personnel' (59A-8.0095(2)(c)2.) and the requirement that agency policy provide for annual RN evaluation of each LPN (59A-8.0095(4)(a)) All employees At hire; evaluation annually	ACHC HH4-5A.01, HH4-2J.01; CHAP HRM.22 for performance evaluation (Home Health Policy List, July 2025) accreditation only
☐ Initial and annual competency assessment for all direct care personnel including contract staff. Florida instead requires competency validation of externally trained aides and an in-person skills demonstration at hire (59A-8.0095(5)(j), (5)(c)) All direct care personnel At hire or orientation, then annually	ACHC HH4-6A.01 accreditation only
☐ Competency assessment documented at orientation and at least once every three years, or more often if your own policy or applicable law requires All staff at Joint Commission accredited agencies At orientation, then at least every three years	Joint Commission HR.01.06.01, EP 6, as cited in its 2021 PolicySource Home Care sample; confirm the current number in your manual accreditation only
☐ Initial and annual on-site observation visit of each direct care worker performing care. At certified agencies the CoP requires an annual on-site observation of each aide for patients receiving skilled services (42 CFR 484.80(h)(1)(iv)) and a semi-annual one for patients who are not (42 CFR 484.80(h)(2)(ii)), plus the 14-day and 60-day checks in (h)(1)(i) and (h)(2)(i); the initial observation is an accreditation item, and Florida requires as-needed RN supervisory visits documented in the patient record (59A-8.0095(3)(c)-(d)) Direct care personnel including contractors Initially and annually	ACHC HH4-7C.01; CHAP HRM.23 for aides (Home Health Policy List, July 2025) accreditation only

☐ Annual education totaling 12 hours for direct care personnel and 8 hours for non-direct care personnel, plus training records for CLIA-waived tests and for administering pharmaceuticals or special treatments. Florida requires in-service each calendar year for aides and CNAs only, with no hour minimum All personnel 12 or 8 hours in the past 12 months; waived-test and medication training before performing the task	ACHC HH4-8A and HH4-8A.01; HH4-6C.01; HH4-10A.01 accreditation only
RECOMMENDED PRACTICE	
☐ Annual internal audit of personnel records against the required elements, with a documented internal plan of correction for any gaps Agency (HR or administrator) Annually	ACHC Accreditation Annual Compliance Checklist [514], Section 4 (a recommendation, not a numbered standard) recommended practice, not law
☐ CNA in-service certificates collected from the CNA; the 24 hours per biennium and the 4-year record retention are the CNA's own duties, not the agency's, but the certificates double as proof of your calendar-year in-service CNAs At each biennial certification renewal	s. 464.203(7), F.S.; Fla. Admin. Code R. 64B9-15.011(6) recommended practice, not law
☐ Resume, reference checks, interview review form, proof of auto insurance and exit interview All staff; field staff for auto insurance; contractors for professional liability certificates At hire; insurance at renewal	Consultant sample personnel file audit tool (no ACHC standard number); Fla. Admin. Code R. 59A-8.0095 is silent on all of these recommended practice, not law

Track every one of these dates in one place

Corvara HR was built for agencies that have to prove all of this to a surveyor on short notice. It tracks each requirement per person, licenses, screenings, trainings and signed policies, with due dates and reminder ladders so nothing lapses quietly. Documents are