

Texas HCSSA personnel file requirements

Personnel file checklist

Reviewed 2026-10-16. Every line cites the rule it comes from. This checklist is general information, not legal advice.

EVERY EMPLOYEE AND VOLUNTEER

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| ☐ Signed job description and qualifications for each position accepted, or a signed statement that the person read them
Every employee and volunteer At acceptance of each position | 26 TAC Sec. 558.246(a)(1)
Texas HCSSA (all categories) |
| ☐ Application for employment or volunteer agreement
Every employee and volunteer At hire or placement | 26 TAC Sec. 558.246(a)(2)
Texas HCSSA (all categories) |
| ☐ Verification of license, permits, references, job experience and education for the position
Every employee and volunteer At hire and for each position accepted | 26 TAC Sec. 558.246(a)(3)
Texas HCSSA (all categories) |
| ☐ Performance evaluations and disciplinary actions
Every employee and volunteer Evaluation at least annually | 26 TAC Sec. Sec. 558.245(b)(6),
558.246(a)(4)
Texas HCSSA (all categories) |
| ☐ Signed statement that the person has read, understands and will comply with agency policies
Direct care staff with client contact, employed or under contract At hire | 26 TAC Sec. Sec. 558.245(b)(10),
558.246(a)(5)
Texas HCSSA (all categories) |
| ☐ Orientation and job-specific training, with competency demonstrated where education, license or experience does not show it
All personnel At hire and ongoing | 26 TAC Sec. 558.245(b)(1)-(2)
Texas HCSSA (all categories) |
| ☐ Emergency preparedness orientation and training on the person's responsibilities in the plan
Employees, volunteers and contractors At orientation; no frequency stated | 26 TAC Sec. 558.256(i)
Texas HCSSA (all categories) |
| ☐ Instruction and demonstrated competency in the care of pediatric clients
Staff who serve children Before serving pediatric clients | 26 TAC Sec. 558.245(b)(9)
Texas HCSSA (all categories) |

CRIMINAL HISTORY (HEALTH AND SAFETY CODE CHAPTER 250)

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| ☐ Texas DPS criminal history check, run by the agency or a private agency
Unlicensed applicants and employees whose duties include face-to-face client contact Before any client contact; no periodic re-check required | HSC Sec. Sec. 250.002-250.004,
250.003(a-2); 26 TAC Sec.
558.247(a)(1)
Texas HCSSA (all categories) |
| ☐ Texas DPS criminal history check
Unlicensed volunteers with face-to-face client contact Before the first face-to-face contact | 26 TAC Sec. 558.247(b)(1)
Texas HCSSA (all categories) |

☐	Criminal history check on every employee and volunteer with direct client contact or access to client records, licensed included Hospices Before contact or access	26 TAC Sec. 558.855(a) Texas HCSSA (hospice)
☐	Written review of any conviction not listed in HSC 250.006, with the decision on whether it is a contraindication to employment Anyone whose check shows such a conviction When the result arrives	26 TAC Sec. 558.247(a)(2) Texas HCSSA (all categories)
☐	Emergency hire: check requested within 72 hours, and no client contact until the result is verified Anyone hired before the check returns Within 72 hours of employment	HSC Sec. 250.003(a-2), (b) Texas HCSSA (all categories)
☐	Signed statement from the supplying organization that the check was run before first client contact and showed no barring conviction Unlicensed staff under arrangement Before first client contact; produced within 8 working hours of a request	26 TAC Sec. 558.289(d), (e)(3) Texas HCSSA (all categories)
REGISTRIES: SEMARC, EMR AND NAR		
☐	SEMARC search, with the date and time showing on the saved result All staff, contractors and volunteers with client access (HHSC's reading) Before hire, then at least every 12 months; HHSC surveys for it from January 7, 2027	26 TAC Sec. 561.3(a), (e)-(f); HSC Sec. 810.006; PL 2026-10 Texas HCSSA (all categories)
☐	Nurse Aide Registry search, run separately in TULIP Unlicensed employees, volunteers and staff under arrangement; nurse aides must be confirmed as listed Before hire or first face-to-face contact, then at least every 12 months	26 TAC Sec. Sec. 558.247(a)(3), (a)(5)(B), 561.3(b), (e); HSC Sec. 250.003(a)(2) Texas HCSSA (all categories)
☐	Printed initial and annual Employee Misconduct Registry search results Unlicensed employees and volunteers with face-to-face client contact Before hire, then at least every 12 months	26 TAC Sec. Sec. 558.247(a)(3), (a)(5)(B), 558.246(a)(6)(A) Texas HCSSA (all categories)
☐	Written information about SEMARC and the EMR given to the person, with proof of receipt New employees; volunteers Within five working days after hire (volunteers: after first face-to-face contact)	26 TAC Sec. Sec. 561.3(d), 558.247(b)(4), 558.246(a)(6)(B) Texas HCSSA (all categories)
☐	Suspension, without reinstatement, while the employee appeals an HHSC finding of reportable conduct Employees HHSC finds engaged in reportable conduct During the appeal	HSC Sec. 253.0025 Texas HCSSA (all categories)
EXCLUSION SCREENING (MEDICAID AND HHS PROGRAM PROVIDERS)		
☐	Texas HHSC-OIG exclusion list check, documented All employees and contractors Monthly	1 TAC Sec. 371.1655(25)-(26); TMPPM Vol. 1 Sec. 1.3.1 Texas Medicaid and HHS program providers
☐	Federal LEIE check, documented All employees and contractors Before hire, then monthly: required for HHSC community services contractors, OIG's recommendation for others	26 TAC Sec. 52.107(f); 42 CFR 1001.1901(b)(1) Federal payment bar; Texas contract term
☐	Review record with the person's name, date of birth and SSN, the reviewer's printed name and signature, the date and the result HHSC community services contractors Each review	26 TAC Sec. 52.109(g) Texas HHSC contractors

☐	Report of an excluded employee to the Texas Office of Inspector General Medicaid and HHS program providers Immediately	1 TAC Sec. 371.1655(27); 26 TAC Sec. 52.107(f)(4) Texas Medicaid and HHS program providers
☐	Comptroller Debarred Vendor List search Applicants and subcontractors of HHSC community services contractors Before offering employment or contracting	26 TAC Sec. 52.107(d) Texas HHSC contractors

ADMINISTRATOR AND ALTERNATE ADMINISTRATOR

☐	Written designation of the alternate administrator Every license At designation; one administrator and one alternate per license	26 TAC Sec. 558.243(a)(2); PL 2024-05 Texas HCSSA (all categories)
☐	Qualification documentation: licenses, resume, reference checks with verifiable dates, transcripts or diplomas, training certificates Administrator and alternate At designation	26 TAC Sec. 558.244(a); PL 2024-05 Texas HCSSA (all categories)
☐	HHSC Presurvey Training completion certificate Administrator and alternate; supervising nurse and alternate in home health and hospice Before the license application	26 TAC Sec. 558.13(a) Texas HCSSA (all categories)
☐	24 clock hours of initial training: 8 before designation and 16 by the end of month 12, with class, content, hours, dates and trainer recorded First-time administrators and alternates 8 hours in the 12 months before designation; 16 within 12 months after	26 TAC Sec. 558.259(b)-(d), (f) Texas HCSSA (all categories)
☐	12 clock hours of continuing education, with class, topics, hours and dates recorded Administrator and alternate Each 12-month period from designation	26 TAC Sec. 558.260(a), (c) Texas HCSSA (all categories)
☐	Written notice to HHSC of a change of administrator or alternate Every license Within 7 days of the change	26 TAC Sec. 558.218(a) Texas HCSSA (all categories)
☐	Emergency communication system enrollment record Administrator and alternate At enrollment	26 TAC Sec. 558.256(q)(1); PL 2025-01 Texas HCSSA (all categories)

SUPERVISING NURSE AND SUPERVISORS

☐	Written designation of the alternate supervising nurse Licensed home health, licensed and certified home health, and hospice At designation	26 TAC Sec. 558.243(c)(2) Texas HCSSA (home health and hospice)
☐	RN license (Texas or compact) and at least one year of RN experience in the last 36 months Supervising nurse and alternate At designation	26 TAC Sec. 558.244(c)(1) Texas HCSSA (home health and hospice)
☐	Supervisor qualification: licensed nurse, two years of full-time college, or the allowed substitution of supervisory experience PAS agencies At designation	26 TAC Sec. 558.404(g)(2) Texas HCSSA (PAS)
☐	Documented on-site supervisory visit to each branch office or alternate delivery site Parent agency administrator or supervising nurse, or an alternate At least monthly	26 TAC Sec. Sec. 558.321(d)(1), 558.322(c)(1) Texas HCSSA (all categories)

HOME HEALTH AIDES

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| ☐ Proof of the qualifying route: experience, program certificate, competency evaluation, nursing school letter or NAR listing with no finding
Aides in licensed home health Before the aide provides services | 26 TAC Sec. 558.701(a)
Texas HCSSA (licensed home health) |
| ☐ Home health services within the previous 24 months
Aides qualifying by a training or competency program At hire | 26 TAC Sec. 558.701(b)
Texas HCSSA (licensed home health) |
| ☐ Program records: at least 75 hours, 16 clinical hours after 16 classroom hours, RN oversight, the 14 subjects and the English assessment
Agencies that run an aide training program When the program is given | 26 TAC Sec. 558.701(d)-(e)
Texas HCSSA (home health) |
| ☐ RN competency evaluation, with any unsatisfactory task supervised until retrained and re-evaluated
Aides Before the aide provides services | 26 TAC Sec. 558.701(f)
Texas HCSSA (home health) |
| ☐ Age 18 or older, or a high school graduate or vocational student if younger
Unlicensed staff in licensed home health At hire | 26 TAC Sec. 558.401(g)
Texas HCSSA (licensed home health) |
| ☐ Federal aide training or competency, at least 12 in-service hours in each 12-month period, and the federal supervision and observation schedule
Aides in Medicare-certified home health As the federal rule sets | 26 TAC Sec. 558.402(a); 42 CFR 484.80
Texas HCSSA (licensed and certified) |
| ☐ New training or competency program after 24 consecutive months without furnishing home health services
Aides in Medicare-certified home health Before returning to aide work | 26 TAC Sec. 558.402(e)
Texas HCSSA (licensed and certified) |

HOSPICE AIDES, HOMEMAKERS AND VOLUNTEERS

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| ☐ Training of at least 75 hours (16 supervised practical after 16 classroom) with an RN competency evaluation, or a competency evaluation program
Hospice aides Before providing services | 26 TAC Sec. 558.843(a)-(d)
Texas HCSSA (hospice) |
| ☐ Qualification after 24 consecutive months without paid aide work
Hospice aides Before returning to aide work | 26 TAC Sec. 558.843(b)
Texas HCSSA (hospice) |
| ☐ At least 12 hours of RN-supervised in-service training, documented
Hospice aides Each 12-month period, by calendar year or anniversary date | 26 TAC Sec. 558.843(e)
Texas HCSSA (hospice) |
| ☐ RN on-site supervisory visit to the client's home, and an annual on-site observation of each aide giving care
Hospice aides At least every 14 days; observation annually | 26 TAC Sec. 558.842(d)-(e)
Texas HCSSA (hospice) |
| ☐ Orientation on the hospice philosophy and supportive palliative care, job-duty orientation, and a competency assessment
Employees and contracted staff with client and family contact; volunteers assessed At the start of work | 26 TAC Sec. 558.857(1)-(3)
Texas HCSSA (hospice) |
| ☐ Written description of the in-service training provided during the previous 12 months
Hospices Kept current, covering the previous 12 months | 26 TAC Sec. 558.857(5)
Texas HCSSA (hospice) |

☐	Hospice orientation and training, or qualification as a hospice aide Hospice homemakers Before providing services	26 TAC Sec. 558.845(a)-(b) Texas HCSSA (hospice)
☐	Defined role, designated supervising employee, volunteer agreement, and the same standards as employees doing the same work Volunteers At placement	26 TAC Sec. Sec. 558.248(b), 558.246(a)(2) Texas HCSSA (all categories)
☐	Infection control education Hospice employees, volunteers and contract staff No frequency stated	26 TAC Sec. 558.853(d) Texas HCSSA (hospice)
PERSONAL ASSISTANCE SERVICES ATTENDANTS		
☐	Age 18 or older (or the allowed exception) and demonstrated competency where education and experience do not show it PAS attendants Before performing tasks	26 TAC Sec. 558.404(c) Texas HCSSA (PAS)
☐	Supervision under a written policy set with client or family input, with records of supervisory visits PAS attendants At the frequency the policy sets	26 TAC Sec. 558.404(f)(1), (g) Texas HCSSA (PAS)
☐	Gastrostomy tube training and competency (100 percent written test, skills checklist, return demonstration) in the employee's file Unlicensed staff giving g-tube feedings or medication; qualified trainers Before the task; trainer competency annually	26 TAC Sec. 558.404(h) Texas HCSSA (PAS)
☐	Attendant orientation recorded on a single signed document Attendants in Primary Home Care, Community Attendant Services and Family Care On or before the first day of attendant services	26 TAC Sec. 277.25(c)-(d) Texas Medicaid attendant programs
☐	In-person supervisory visit, documented Attendants in Primary Home Care, Community Attendant Services and Family Care At least annually	26 TAC Sec. 277.65(b)-(c) Texas Medicaid attendant programs
☐	Training on the acts, signs and prevention of abuse, neglect and exploitation Every employee, contractor and volunteer of a PHC, CAS or FC provider Before job duties and at least annually	26 TAC Sec. Sec. 277.101(a)(2)-(3), 277.3(47) Texas Medicaid attendant programs
DELEGATED TASKS AND MEDICATION		
☐	RN instruction in, or documented verification of competency for, each delegated nursing task Unlicensed staff performing delegated tasks Before delegation	22 TAC Sec. 225.9(a)(2), (c); 26 TAC Sec. 558.298 Texas Board of Nursing
☐	Three RN supervisory visits in the first 60 days of insulin delegation Unlicensed staff administering insulin First 60 days, then as the RN sets	22 TAC Sec. 225.12(5) Texas Board of Nursing
☐	Medication aide permit Home health medication aides Before administering medication	26 TAC Sec. 557.128(a); HSC Sec. 142.021 Texas HCSSA (all categories)
OTHER TRAINING AND POLICIES		
☐	Workplace violence prevention training Direct patient care staff at agencies that employ two or more RNs At least annually	HSC Sec. Sec. 331.001(3)(A), 331.004(b)(3) Texas statute

☐	Bloodborne pathogens training under the agency's infection control policies Employees with occupational exposure At initial assignment, then within one year of the previous training	26 TAC Sec. 558.285(1)(B); 29 CFR 1910.1030(g)(2) Texas HCSSA (all categories)
☐	Written drug testing policy statement Every agency Given to anyone applying for services or asking for it	HSC Sec. 142.007; 26 TAC Sec. 558.253 Texas HCSSA (all categories)
☐	Current CPR certification, hepatitis B vaccination records in the personnel file, and HBsAg screening of new dialysis staff Direct client care staff of home dialysis agencies Before client care; CPR kept current	26 TAC Sec. 558.405(k)-(l) Texas HCSSA (home dialysis)

FEDERAL (ALL EMPLOYERS)

☐	Form I-9 Section 1 at the time of hire and Section 2 within three business days Every employee At hire	8 CFR 274a.2(b)(1)(i)(A), (b)(1)(ii)(B) Federal (all employers)
☐	Form I-9 kept on file Every employee and former employee Three years after hire or one year after termination, whichever is later	8 CFR 274a.2(b)(2)(i)(A) Federal (all employers)

Keep every Texas file ready for an unannounced survey

Corvara HR tracks each row above as a requirement on the employee's file, with its own due date, document and reminder before it lapses, so the 12-month registry searches, the administrator's continuing education and the hospice aide in-service hours come