



Provider Checklist – Staff Non-EMT
What you'll need to complete First Transit's SQC

	Topic	Details	Documentation
	Staff Roster	<p>We need to know who is working on your behalf. This form provides basic information about your entire staff including: Name, Position, SSN and Date of Birth.</p> <p>Quick Tip: Complete all the fields and includes owners, managers, and office staff in addition to drivers and attendants.</p>	First Transit's Staff Roster (Electronic Excel File)
	Staff ID	<p>Submit a valid state ID for every staff member. Drivers must have a valid Illinois Driver's License.</p> <p>Quick Tip: Be sure the image of the picture is clear and the ID number is readable. Lighten the color if copying IDs.</p>	Current IL Driver's License OR State ID
Drivers and Attendants only	Drug Screening	<p>Drivers and Attendants have direct potentially unsupervised contact with riders. To ensure the safety of the rider, these individuals must undergo a drug screening at least once every three (3) years. Submit the results.</p> <p>Quick Tip: Drug screens may be a 5 or 10 panel but must include a check for marijuana. Submit current results; the test must be less than 3 years old.</p>	Submit Drug Screen Results
Drivers and Attendants only	Code of Conduct	<p>Every driver and attendant must sign First Transit's Code of Conduct annually. This code sets the expectation for behavior when performing trips on behalf of First Transit.</p>	Submit signed Code of Conduct for every driver and attendant
	Training Documentation	<p>NEMT is a specialized service and requires specific training. You must verify that every staff member has received the appropriate training. Note the date training was completed in the Staff Roster.</p> <p>Quick Tip: You do NOT need to send in training documents, but be sure you keep documentation for your staff on file. That could be a sign-in sheet, attestation or LMS report. Make sure the names, dates and training topics are clear and legible. Training must be less than one year old. These documents can be audited at any time.</p>	Mark training dates in the Staff Roster

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Drivers and Attendants only	Criminal Background Check	<p>Riders safety is paramount, which is why we ask for verification that drivers and attendants don't have a disqualifying criminal history.</p> <p>Quick Tip: You need to do more than <u>pay</u> for a background check; you need to review and submit the results. National background checks is required, which is less than 3 years old and includes sex offender registry check.</p>	Background Check RESULTS OR Current EMT license
Drivers and Attendants only	Medicar Safety Training	<p>IL NEMT drivers and employee attendants must complete a safety training approved by the department. Only programs authorized by the state and following Public Act 095-0501 will be accepted.</p> <p>Quick Tip: These training certificates are good for three (3) year.</p>	Submit training Certificates for all drivers and attendants.
Drivers Only	MVR check	<p>Motor Vehicle Reports (Driving Record Abstracts) are an important tool to ensure you are using safe and appropriate drivers. If you are putting drivers on the road, you should know their driving record.</p> <p>Quick Tip: Driver records must be pulled every year. Make sure the report you submit is less than a year old or it will be rejected.</p>	Full MVR Report must be less than one (1) year old.
	Exclusion Screenings	<p>Did you know that Healthcare has a "no fly list"? These are known as the exclusion or debarment list. No staff member may be on these lists. Make sure to check these lists every month for updates. The checks are free!</p> <p>Quick Tips: Links to the checks are available in the staff roster. Keep documentation of your checks; these can be audited at any time.</p>	List the last day you checked each database in the Staff Roster.