

Compliance review checklist

Self-administered services

Version: 2/2026

PRIVACY NOTICE: DHHS is collecting this data to determine continued eligibility for the Employer and Employee to participate in the Self-Administered Services (SAS) Program. This personal data will only be used by DHHS and, if needed, by a person or party contracted with DHHS. Without this data, you may not use the SAS model. This data is part of record series 15735 or 15376.

Person's Name:

PID #

Employer Name:

Sample of Employee files. Randomly select four employee files to review. Inspect the employer's records to ensure that an Employee Agreement and Employee Training Record are up to date and maintained for all employees sampled. Document your review of the sampled employee files here:

Review records on file with employer:

Employee Name:	Employee Agreement?	Training Record?	Date reviewed by coordinator?	Review Notes:
1.				
2.				
3.				
4.				

By signing this form, I confirm that the information I have provided is accurate and true.

Support coordinator name:

Support coordinator signature:

Date: