

Heart of America Professionals Network

Employer Progress Reports

Participant will request employer to submit reports to the address below. Reports can also be faxed to 913-236-7779 or emailed to compliance@hapn.org.

Executive Director
6405 Metcalf, 3-502
Overland Park, KS 66202

Once the participant has secured employment and is working in a position that utilizes his or her license, a performance report is due every 90 days on or before the following dates: January 15th, April 15th, July 15th and October 15th. The report shall be prepared, typed and signed by the participant's immediate supervisor or by one who evaluates the participant's performance on a regular basis and be based on the following guidelines:

1. Report must be on facility letterhead
2. Letter format is acceptable with date of report identified
3. Include the evaluator's name and telephone number
4. Include the participant's name
5. A short explanation of the participant's work performance in the following areas:
 - a. Standards met regarding facility policies and procedures.
 - b. Supervisor evaluations (if available)
 - c. Overall appropriateness
 - d. Interaction with staff, administration and patients
 - e. Date of hire