Understanding Hire Dates on TRIS Records and Reports

Overview

TRIS records have many dates related to employment for providers. This tip sheet is to show how the different dates are used in reporting. In response to a licensing request, these dates for an individual were added to the Training Record header. This will allow surveyors to quickly review Determination, First Year Start dates and also completion dates of Orientation and PAHT. These changes relate to the July 1, 2020 regulation to align annual training hours and All STARS with the state July 1 – June 30 fiscal year.

Staff Dates in TRIS

- **Determination Date** comes from the KARES Background data received monthly.

- **First Year Hire Date –** this is the KARES hire date for those entering the field for the first time or re-entering the field after 5 years. This date is displayed in the header of the Training Record report as well as on the Required Training Hours Report.

- **Self-Reported Hire Date** is submitted to TRIS when a new record is created by a user or there has been a change in employers.

It is possible to have a First Year Start Date and a Self-Reported Hire Date that do <u>not</u> match

- If a new staff person entered the field after 7/1/2020 and has since changed employers, the FYS Date does not change, but the Employer Hire Date (Self-reported) can be different.

- The self-reported hire date entered into TRIS when an account was requested, may not match the hire date entered into the users KARES record.

- IMPORTANT: A FYS date or Hire date for a new staff person **cannot** proceed the Determination Date in KARES. This will impact calculation of training hours if you have new staff who complete training prior to the Determination Date/Hire Date. Therefore, trainings completed prior to a FYS date will not be included in their First Year Review Period - For more information how annual hours are calculated, refer to the Tip Sheet, within the Resources area: **Calculating Clock Hours for New Staff First Year and Second Year**

How these dates display on the Training Record Report

1. Staff with a blank First Year Start Date - those not considered New and hired **prior** to the 7/1/2020 regulation change. Example of someone hired in 2019, and has a new employer in 2022.

Name: **Staff Name**		Determination Date:	**04/01/2024**
Employer: **Child Care Center**		First Year Start Date:	
Employer Hire Date: **11/28/2022**		Orientation:	**05/30/2019**
Job Category: Teacher/Aide/Assistant		PAHT:	**06/01/2024**

2. Staff hired after 7/1/2020, with a First Year Start Date and a self-reported Employer Hire Date from a different employer.

Name: **Staff Name**		Determination Date:	**04/01/2023**
Employer: **Day Care Center**		First Year Start Date:	**04/03/2023**
Employer Hire Date: **10/28/2025**		Orientation:	**06/15/2023**
Job Category: Teacher/Aide/Assistant		PAHT:	**03/01/2024**

3. Staff with a blank First Year Start Date and Determination Date, with an Employer Hire Date. KARES file has not been imported, or the dob/lfssn in KARES does not match TRIS account.

Name: **Staff Name**		Determination Date:	
Employer: **Learning Center**		First Year Start Date:	
Employer Hire Date: **11/10/2025**		Orientation:	**11/11/2025**
Job Category: Teacher/Aide/Assistant		PAHT:	