

**PERSONNEL INVENTORY PROFESSIONAL or PARAPRO (PIPP) FORM**

**FOR PERSONNEL INVENTORY:** Complete left column and remainder of form. Return along with a copy of the current certificate/license/ASHA and CCCs, and, *if applicable*, the appropriate, completed MDE approval form found at: [http://www.michigan.gov/mde/0,1607,7-140-6530\\_6598\\_40121---,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_6598_40121---,00.html)

**FOR REPORTING MEDICAID PARAPRO STAFF LOGGING PERSONAL CARE SERVICES:**  
(CV, Macomb ISD, Mount Clemens, Utica, Van Dyke and Warren Woods ONLY.) Complete right column only and return.

MAIN STAFF TYPE (Use appropriate column)	PROFESSIONAL Staff	MEDICAID PARAPRO Staff Who Log Personal Care Services	
	<input type="checkbox"/> Add <input type="checkbox"/> Modify	<input type="checkbox"/> Add	<input type="checkbox"/> Modify
	Return via TieNet messaging to <b>MGERMAIN</b>	Return via TieNet messaging to <b>KIRWIN</b>	
<i>TieNet ID</i>			
<i>First Name (legal)</i>			
<i>Middle Initial/Name</i>			
<i>Last Name (legal)</i>			
<b>DEMOGRAPHIC INFORMATION</b>			
Former Last Name			
Birth Date			
Gender Code			
Racial/Ethnic Code			
<b>EMPLOYMENT INFORMATION</b>			
Employment Type	<b>PROFESSIONAL Staff</b> <input type="checkbox"/> Employed <input type="checkbox"/> Substitute (30+ calendar days in position)	<b>PARAPRO Staff</b> <input type="checkbox"/> Employed <input type="checkbox"/> Substitute (30+ calendar days in position)	
Employing District			
Employment Status			
<input type="checkbox"/> Hire Date <input type="checkbox"/> Leave Date <input type="checkbox"/> Other Change Date			
Assignment Level			
Teacher Assigned			
Building Assigned			
Highly Qualified Status			
<b>ASSIGNMENTS: (FTE break-out per building-Professional staff only)</b>			
	Assignment	FTE	Building
Assignment 1			
Assignment 2			
Assignment 3			
Assignment 4			
<b>*Complete only IF required for Medicaid or the Personnel Inventory approvals process:</b>			
*Full name of psychologist's supervisor:			
*Full name of Speech/Language staff's supervisor:			
*Full name of school social worker's supervisor:			
<b>DISTRICT NOTE:</b>			