



AHL HealthCare Group, Inc.
 At Home Living Facilities, At Home Living Facilities Metro,
 BRIDGES to Success, Wesley Residence of Duluth
 4402 Haines Road Duluth, MN 55811 Phone: 218-728-1189 Fax: 218-722-2325



Program Coordinator Training Checklist

Name: Erik Rosas
 Date: 05/23/2022
 Program/Title: Program Coordinator - Howard

New Hire Paperwork:

- Hire Date: _____
- Date Background Initiated: _____
- Date Background Received: _____
- Date of first supervised contact with clients: _____
- Date of first unsupervised contact with clients: _____
- Date of Mandated Reporting for Maltreatment of Minors: _____
- Date of Mandated Reporting for Vulnerable Adults: _____
- Date of completed STAR training prior to unsupervised contact _____
- Date of completed STAR training within 60 days of hire _____
- Date of Defensive Driving: _____
- HIPAA/Data Privacy: _____

Done
 during
 DSP
 Checklist

New Hire Paperwork:

- ___ Job Description
- ___ Business and Confidentiality Agreement
- ___ Employee Handbook
- ___ Received Policies:
 - ___ Maltreatment of Vulnerable Adults
 - ___ Maltreatment of Minors
 - ___ Crisis Assistance/Behavior Management
 - ___ Drug and Alcohol
 - ___ Driving Expectations
 - ___ Computer, E-mail, and Internet Usage
 - ___ Dress Code
 - ___ Employee New Hire and Training Procedure
 - ___ Universal Precautions, Sanitary Practices, Communicable Diseases and BBP
- ___ Necessary Phone Numbers
- ___ Scheduled Trainings

New Hire Orientation:

- 05/25 Finding qualified replacements if unable to attend work
- ___ Process of VA Reports
- ___ Menus
- ___ Professional Boundaries
- ___ Therapeutic Interventions

05/25 Policies including:

- 05/25 Drugs and Alcohol Policy
- 05/25 Grievance Policy
- 05/25 Service Suspension and Service Termination Policy
- 05/25 Safe Transportation Policy
- 05/25 Safe Medication Assistance and Administration Policy
- 05/25 Admission Criteria Policy
- 05/25 Service Recipient Rights and Staff Responsibility
- 05/25 Health Service Coordination and Care Policy
- 05/25 Good Neighbor Policy

General Schedule/Easy Clock/Payroll:

05/25 House Calendar/Appointment Calendar

- 05/25 Missed Punch Forms
- 05/25 Login to Easy Clock
- 05/25 Payroll

- 05/25 Approving Shifts
- 05/25 Changing/Editing times
- 05/25 Changing overnight/split shifts
- 05/25 Holiday/PTO Codes
- 05/25 When payroll is due/to who
- 05/25 Completing a timecard summary

05/25 Easy Clock Notes/General Rules (7 Minutes)

- 05/25 Easy Clock Reports
- 05/25 Monthly Availability
- 05/25 Schedule Making Process (review scheduling policy)
- 05/25 Training Schedules/Trainings Viewed as Scheduled Shifts
- 05/25 Switch/Trade Shift Forms, Request for Time Off/LOA
- 05/25 Master Program Schedule- how to complete- how many hours to staff
- 05/25 Attendance Policy/Points (review attendance policy)
- 05/25 Emailing Mariah staffing needs

05/25 Email/Outlook Calendar

Program Communication Information:

05/25 Go over the what to send to who form

- 05/25 Communication Book
- 05/25 Staff Mailboxes/Supervisor Mailboxes
- 05/25 Cleaning Checklists
- 05/25 Event/Emergency/Incident Reports – how to fill out, where to put when done, who to notify
- 05/25 Forms and where to find/replace them
- 05/25 Portal Access
- 05/25 Maintenance Logs
- 05/25 House Purchase Requests- quarterly
- 05/25 Quarterly Visits- what this entails, what it being checked by DOS

- 05/25 Staff Meetings- prepare meeting notes, sign in sheet, monthly training topic
- Fire/Tornado Drills
- Hospital Leave Dates

Human Resource Manual:

- 06/01 Program Abuse Prevention Plan
- Review location of Policies

Vehicle Book:

- 06/01 Safety/Maintenance Checks
- Mileage Logs
- Mileage Reimbursement Forms/Dates of Payout
- Review Vehicle Expectations and Procedures
- Vehicle Accident Reports
- Vehicle Maintenance and Repair procedure

AWAIR Manual:

- 06/01 Entire Contents of AWAIR Manual/Sign Off
- Calling the On -Call Supervisor
- Emergency House Information and location of Emergency Phone Numbers
- First Aid and Medical Emergencies, process of calling the R.N. and 911 if potentially life threatening symptoms are present. DATE COMPLETED: _____
- First Aid : Orientation to First Aid Kit and Manual for future reference
- Work Injuries and Work Comp- SFM call in procedure and phone number

Program Specific and Shift Responsibilities:

- 06/01 Tour of the Program
- Walkthrough of Safety/Escapes Plans (Fire Extinguishers/Lights/Outside Lights/Water Shut off)
- Meeting Clients and Staff

RTasks/Residex:

- 06/01 Sign up for trainings- how to sign self up for trainings.
- How to log in
- Medication Administration Record
- Health and Daily Progress Notes
- Services
- Medications Sent out of the facility
- Support Line Phone number and resources
- Documenting Staff Notes
- Adding new clients
- Assessments
- Referrals/Dr Visit forms

06/01 Incident Reports

Client Documentation Process- Paper Version (During Residex Downtime):

- 06/01 Medication Administration Record
- Health Progress Notes (Review Each Shift)
- Dr. Appointment/Dr. Visit Form
- Hygiene Logs/Behavioral Logs/Food Intake Logs/Specific for each program
- Daily Progress Notes
- Annual Meetings/45 Day Meetings
- New Client Admits

06/01 Paperwork
 Adding to Residex

CSSP Addendums:

- 06/01 ISP/CSSP
- Client Diagnosis
- DNR/Emergency Contacts/Allergies/Guardians/Case Workers
- Client Supervision Expectations (Safety Checks, Alone Time, 1:1 hours)
- Behavioral Supports (Behavioral Plans, Individualized Tracking)
- Client Specific Health and Medical Equipment or Procedures

Finance:

- 06/01 Counting Client money each shift
- House Credit Card Receipts (Numbering, Where to put them, Initialing receipts)
- Cash Resource Logs (Where to find, how to fill out)
- Grocery Shopping
- Key Medical/Medical Supply orders
- Use of Petty Cash
- Completing the workbook

Monthly Reports:

- 06/01 How to complete
- When they are due
- Who to send them to

Medications:

- 06/01 Filling Pillboxes
- Controlled Medication Counts
- Medication Administration Procedures
- Proper Storage (Med Closet, Refrigerator, Etc)
- Medication Destruction
- Pre-Packaging Medications
- Pharmacy Book
- Ordering Medications from Pharmacy
- Receiving Medications from Pharmacy
- Med errors
- Practice Med Administration under delegated individual's supervision

understanding the client specific care plans put in place to be able to assist them and provide the cares required as identified in their CSSP Addendum.

E. Rodan

Employee Signature

Justin Reed

Coordinator/DOS Signature

6/1/2022

Date

06/01/2022

Date