Orientation Checklist

☒ Online ☐ Classroom

BEACON Specialized Living

New Hire's Name: Dana Sprague

Trainer's Name: Amber Beltran

Site and Home Manager: MT. Pleasant Home Manager

Orientation Start Date: 9/14/20

Orientation End Date: 9/14/20

Prior to Orientation | During Orientation | After Orientation

	Date Completed	
☒	9/14/20	Reach out to new hire and welcome them to Beacon. [Online Orientations]
☐		

Prior to Orientation | During Orientation | After Orientation

	Date Completed	
☒	9/14/20	Check and upload Online Recipient Rights Certificate into Star Service.
☒	9/14/20	Upload CPI Card and/or documentation as offline reporting in Star and on the CPI site as required. Training was not completed in orientation. Training scheduled for: _____
☐		Upload CPR/First Aid Card and/or documentation as offline reporting in Star and on the CPI Site as required. Training was not completed in orientation. Training scheduled for: _____
☒	9/14/20	Run a User Engagement or CourseLessonTimeTaken report and allocate all training hours. [ONLINE ORIENTATION] *Enter last date of timecard allocation as your date completed.*
☒	9/14/20	Double-check timecard punches and make sure all hours are allocated to training. [Classroom Orientation] *Enter last date of timecard allocation as your date completed.*
☒	9/14/20	Schedule Shadow Shifts and additional trainings in MakeShift. (Training @ Stanton)
☒	9/14/20	Reach out to the Home Manager to update them on the New Hire's progress and schedule (post-orientation training, shadow shifts, etc).

Prior to Orientation → During Orientation → **After Orientation**

	Date Completed	
☒	9/14/20	Upload Classroom Recipient Rights Certificate and/or documentation into Star Service if completed during orientation. If not, training is scheduled for: _____
☐		Upload DMA Classroom Training Documentation if completed during orientation. If not, training is scheduled for: _____
☐		Upload Gentle Teaching documentation into Star Service if completed during orientation. If not, training is scheduled for: _____
☒	9/14/20	Run Offline Training Report and verify that all online training has been completed and certificates/documentation has been uploaded.
☒	9/14/20	Upload this completed form into the New Hire's Offline Training.
☒		Verify with Home Manager that New Hire showed up to their Shadow Shifts
☐	n/a	Staff & HM follow-up (7-14-30 days)

Trainer Acknowledgement

I, Amber Beltran (trainer) am stating that the trainee has completed all trainings as outlined above.

Training Notes

9/15/20 Dana is the new HM for Mt Pleasant, completed orientation in one day and began shadowing at Stanton. Let Kristen know about his quick completion time and what he was missing(CPI assessment and CPR assessment)