Orientation Checklist

☒ Online ☐ Classroom

BEACON Specialized Living

New Hire's Name: Zachary Little

Trainer's Name: Amber Beltran

Site and Home Manager: Carleton

Orientation Start Date: 8/31/2020

Orientation End Date: 9/3/2020

Prior to Orientation | During Orientation | After Orientation

	Date Completed	
☒	8/31/2020	Reach out to new hire and welcome them to Beacon. [Online Orientations]
☐		

Prior to Orientation | During Orientation | After Orientation

	Date Completed	
☒	9/10/20	Check and upload Online Recipient Rights Certificate into Star Service.
☒	9/11/2020	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: _____
☒	9/11/2020	Run a User Engagement or CourseLessonTimeTaken report and allocate all training hours. [ONLINE ORIENTATION] *Enter last date of timecard allocation as your date completed.*
☒	9/11/2020	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.*
☒	9/11/2020	Schedule Shadow Shifts and additional trainings in MakeShift.
☒	9/10/2020	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	
☐		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: _____
☒	9/11/2020	Run Offline Training Report and verify that all online training has been completed and certificates/documentation has been uploaded.
☒		Upload this completed form into the New Hire's Offline Training.
☒	9/15/2020	Verify with Home Manager that New Hire showed up to their Shadow Shifts
☐		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