Orientation Checklist

☒ Online ☐ Classroom

BEACON Specialized Living

New Hire's Name: Antonina Moren0

Trainer's Name: Amber Beltran

Site and Home Manager: Lakeview Carol Welch

Orientation Start Date: 9/28/2020

Orientation End Date: 10/8/2020

Prior to Orientation | During Orientation | After Orientation

	Date Completed	
☒	9/28/20	Reach out to new hire and welcome them to Beacon. [Online Orientations]
☐		

Prior to Orientation | During Orientation | After Orientation

	Date Completed	
☒	10/8/2020	Check and upload Online Recipient Rights Certificate into Star Service.
☐	10/8/20 no card to upload yet	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: _____
☒	10/8/2020	Run a User Engagement or CourseLessonTimeTaken report and allocate all training hours. [ONLINE ORIENTATION] *Enter last date of timecard allocation as your date completed.*
☒	10/8/2020	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.*
☒	10/12/2020	Schedule Shadow Shifts and additional trainings in MakeShift.
☐	10/8/2020	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: _____
☒	10/8/2020	Run Offline Training Report and verify that all online training has been completed and certificates/documentation has been uploaded.
☒	10/13/2020	Upload this completed form into the New Hire's Offline Training.
☐	10/12/2020	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

Antonina still needs CPR course, CPI skills assessment and RR classroom. Added trainer, Dave, to email chain.