Orientation Checklist   ☒ Online   ☐ Classroom   BEACON Specialized Living

New Hire's Name: **Laura Grice Ingrum**

Trainer's Name: **Amber Beltran**

Site and Home Manager: **HM County Line**

Orientation Start Date: **10/5/2020**

Orientation End Date: **10/8/2020**

	Prior to Orientation	During Orientation	After Orientation

	Date Completed	
☒	10/5/2020	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 needs card still	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: **10/13-10/21**
☒	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.*
☒	10/9/2020 @ County Line with Judy	Schedule Shadow Shifts and additional trainings in MakeShift.
☒	Set up with DD	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.
☒	10/9/2020 verified with DD	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

Laura is the new HM of County Line. She will be training with Judy. She still needs a CPR course and assessment(registered), CPI skills assessment and an in person RR class