

NorthStar

Community Services

RESIDENTIAL New Employee OnBoarding & Training Checklist

MUST BE COMPLETED WITHIN 30 DAYS OF NEW HIRE ORIENTATION & PRIOR TO ANY UNSUPERVISED CLIENT CONTACT

Complete packet available on Egnyte / Employee Documents / New Employee Training Packet

Description	Date Completed	Employee Initials	Supervisor Initials
Hiring Director			
New Employee Offer Letter completed and given to HR.	12/1/23		<i>[Signature]</i>
Human Resources			
Background Study completed	12/1/23	<i>[Signature]</i>	<i>[Signature]</i>
Employee File created	12/1/23	<i>[Signature]</i>	<i>[Signature]</i>
Employee Gusto account created & assistance with access	12/1/23	<i>[Signature]</i>	<i>[Signature]</i>
Employee Deputy account created & assistance with access	12/1/23	<i>[Signature]</i>	<i>[Signature]</i>
Employee R-Tasks account created & assistance with access	12/1/23	<i>[Signature]</i>	<i>[Signature]</i>
Employee STAR account created & assistance with access	12/1/23	<i>[Signature]</i>	<i>[Signature]</i>

Add employee to Employee Master Log	12/1/23	OO	HO
Add employee to Employee Birthday List	12/1/23	OO	HO
Review Employee Handbook and Sign Acknowledgment	DO in	Star	—
Complete Employee non-disclosure statement	DO in	Star	—
Hiring Director			
Director enters individual schedule into block scheduling electronically immediately	12/1/23	OO	BS
Complete Deputy Training: time off, newsfeed postings & confirmation.	12/1/23	OO	BS
Complete Gusto Training: time off, expenses (sleep noc and mileage)	12/1/23	OO	BS
Vulnerable Adult Training	12/1/23	OO	BS
Review of all agency & 245D policies and procedures and complete acknowledgement sheet and checklist.	12/1/23	OO	BS
Star Services Training (Needs to be done within 60 days of hire date) Date: 1-30-2024	12/1/23		BS
Schedule first three training days in house or community.	12/1/23	OO	BS
Residential Program Director			
R-Task Specific Training: Notes, meds, clinical (meds sent out of facility, Narc count, Narcs received.)	12-11 12-20	OO	ll ll
Scheduling & Scheduling requirements (Deputy/Gusto)	12/1/23	OO	H
Orientation to individual's needs (must sign the client file once completed)	12/10/23	OO	S

Meds/
Notes

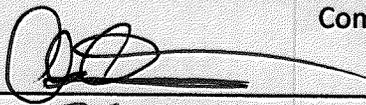
Team / house meetings every 3rd tuesday of the month

Person Centered Practices & Plans: <ul style="list-style-type: none"> • ICYP – specific training & quiz – Granite (in her book) • DS-sign language training & test – Maple Grove – keep at house not in his packet) 			
Agency passes & activities	12/11/23	⊙	W
Orientation on team meetings & requirements	12/11/23	⊙	W
Outings & Activities	12/14/23	⊙	W
Maintenance needs	12/11/23	⊙	W
Emergency Binder: <ul style="list-style-type: none"> • Fire Drills, water temps, incident reports including injury and serious injury and quarterly emergency procedure. 	12/11/23	⊙	W
Residential Specific – Lead			
Shadowed with an experienced staff at a minimum of 3 shifts (staff that shadowed can initial this.)	12-11 12-20	⊙	ff ff
Data Tracking and managing goals	12-11 12-20	⊙	ff ff
Concurrent Documentation & Daily notes	12-11 12-20	⊙	ff ff
Daily House Task & checklists	12-11 12-20	⊙	ff ff
Medication Administration: Observation Sheet.			
Med Admin Course Date: 12/11/23		⊙	CS
Funds management & money logs	12-20	⊙	ff
Menus and food preparation	12-20	⊙	ff
Daily Communication Logs	12-20	⊙	ff

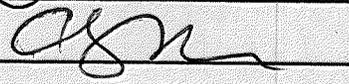
Appointment Communication logs – Med Log Book: PRN documentation, appt logs, meds received/ordered, receiving Narcotics (Narc Sheet), standing order sheet, med error form, med set-up record (meds sent out sheet.)	12.5	00	00
Children's Specific Training Requirements: Aspen House			
Child Passenger Restraint Training (Must be C.A.R.S)			
SIDS/ Abusive Head Trauma Training			
Orientation must log 6 hours or more			
Housing Services Specific			
Team Lead & Co Lead Additional Training			
Motivating & supervising a team efficiently & fostering positive work environment			
Managing & submitting appropriate financial documentation for NCS			
Managing & submitting appropriate financial documents for individuals served			
Lead scheduling duties			
Lead responsibilities with call'ins & mandating policies			
Appropriate communication with team members & responsiveness			
Monthly home inspections			
Weekly client updates			
Outings. activities & appropriate socialization			
Case management duties & follow with additional services			

Managing House & Client Calendars			
Appointment Communication logs			
Organization of client files			
Client Meetings			
Team & Agency Meetings			
Medication orders & communication with the pharmacy			
Communication with agency nurse			
Menu planning & House shopping			
Assisting with staff training			
Assisting with staff reviews, training plans, and corrective action			
Education & follow through on person centered plans			
Education & follow through for individual goals, and progress towards goals / Data Tracking			
Education & follow through on all rights restrictions, agency rules, and house guidelines			
Review notes on each shift to identify any areas for concern or redirection needed			
Reporting staff call-ins and concerns to supervisors & HR			

On the date listed I certify that I have been trained in the above topics, understand these policies & processes, and agree to follow them through my employment at NorthStar Community Services

Employee: 

Date: 12-25-23

Supervisor: 

Date: 12-25-23

			Reporting staff call me and concern to supervisors & HR
			Review codes on each shift to identify any areas for concern or education needed
			Education & follow through on all rights restrictions, spend, rules, and hours guidelines
			Education & follow through for individual goals and progress towards goals / Data tracking
			Education & follow through on previous concerns
			Meeting with staff reviews training plans and corrective action
			Meeting with staff training
			Many planning & housekeeping
			Communication with agency nurses
			Mediation orders & communication with the agency
			Team & Agency Meetings
			Client Meetings
			Organization of client files
			Appointment / Communication logs
			Managing hours & Client's demands

On the date listed I certify that I have been trained in the above topics, understand them, policies & processes, and agree to follow them through my employment at Northwest Community Services

Date: 02-26-23

Date: 02-26-23



