



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.	02/26/24		EB
Human Resources			
Background Study completed			
Employee File created	02/26/24	EB	EB
Employee Gusto account created & assistance with access	02/26/24	EB	EB
Employee Deputy account created & assistance with access	02/26/24	EB	EB
Employee R-Tasks account created & assistance with access	02/26/24	EB	EB
Employee STAR account created & assistance with access	02/26/24	EB	EB

Add employee to Employee Master Log	02/21/24	EB	4D
Add employee to Employee Birthday List	02/21/24	EB	4D
Review Employee Handbook and Sign Acknowledgment	In	Star	
Complete Employee non-disclosure statement	In	Star	
Hiring Director			
Director enters individual schedule into block scheduling electronically immediately	2/29/24	EB	BS
Complete Deputy Training: time off, newsfeed postings & confirmation.	2/29/24	EB	BS
Complete Gusto Training: time off, expenses (sleep noc and mileage)	2/29/24	EB	BS
Vulnerable Adult Training	2/29/24	EB	BS
Star Services Training (Needs to be done within 60 days of hire date) Date: 4/29/2024	2/29/24	EB	BS
Schedule first three training days in house or community.	2/29/24	EB	BS
Residential Program Director			
R-Task Specific Training: Notes, meds, clinical (meds sent out of facility, Narc count, Narcs received.)	3/9/24	EB	CS
Scheduling & Scheduling requirements (Deputy/Gusto)	3/9/24	EB	CS
Orientation to individual's needs (must sign the client file once completed)	3/9/24	EB	CS
Person Centered Practices & Plans:	3/9/24	EB	CS

<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	3/9/24	EB	S
Orientation on team meetings & requirements	3/9/24	EB	S
Outings & Activities	3/9/24	EB	S
Maintenance needs	3/9/24	EB	S
Emergency Binder: Fire Drills, water temps, incident reports including injury and serious injury and quarterly emergency procedure.	3/9/24	EB	S
Residential Specific – Lead			
Have new hire read client files. Initials of Client Files read: JC, JJ, GP, BA	3/9/24	EB	S
Shadowed with an experienced staff at a minimum of 3 shifts (staff that shadowed can initial this.)	3/11/24	EB	S
Data Tracking and managing goals	3/11/24	EB	S
Concurrent Documentation & Daily notes	3/11/24	EB	S
Daily House Task & checklists	3/11/24	EB	S
Medication Administration: Observation Sheet. Med Admin Course Date:		EP	
Funds management & money logs	3/11/24	EB	S
Menus and food preparation	3/11/24	EB	S
Daily Communication Logs	3/11/24	EB	S

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.)	3/11/24	EB	5
Email HR Director when Staff have read all client files – to assign acknowledgments.	3/11/24		5
Make sure packet is complete, staff initialed and signed, then sign and turn into HR Director.	3/11/24		5
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 appositve 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: [Signature] Date: 3/11/24

Supervisor: [Signature] Date: 3/11/24