Gary Tegels

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.	4/16/24	GT	[illegible]
Human Resources			
Background Study completed	4/16/24	GT	[illegible]
Employee File created	4/16/24	GT	[illegible]
Employee Gusto account created & assistance with access	4/16/24	GT	[illegible]
Employee Deputy account created & assistance with access	4/16/24	GT	[illegible]
Employee R-Tasks account created & assistance with access	4/16/24	GT	[illegible]
Employee STAR account created & assistance with access	4/16/24	GT	[illegible]

Add employee to Employee Master Log	4/16/24	GT	YD
Add employee to Employee Birthday List	4/16/24	GT	YD
Review Employee Handbook and Sign Acknowledgment	In	Star	
Complete Employee non-disclosure statement			
Hiring Director			
Director enters individual schedule into block scheduling electronically immediately	4-18-24	GT	BS
Complete Deputy Training: time off, newsfeed postings & confirmation.	4-18-24	GT	BS
Complete ~~Gusto~~ ADP Training: time off, expenses (sleep noc and mileage)	4-18-24	GT	BS
Vulnerable Adult Training	4-18-24	GT	BS
Star Services Training (Needs to be done within 60 days of hire date) **Date:** 6-17-2024	4-18-24	GT	BS
Schedule first three training days in house or community.	4-18-24	GT	BS
Residential Program Director			
R-Task Specific Training: Notes, meds, clinical (meds sent out of facility, Narc count, Narcs received.)	4-25-24	GT	MB
Scheduling & Scheduling requirements (Deputy/Gusto)	4-25-24	GT	MB.
Orientation to individual's needs (must sign the client file once completed)	4-25-24	GT	MB
Person Centered Practices & Plans:	4-25-24	GT	MB

• ICYP – specific training & quiz – Granite (in her book) DS-sign language training & test – Maple Grove – keep at house not in his packet)	NA	NA	NA
Agency passes & activities	4-24-24	GT	MCS.
Orientation on team meetings & requirements	4-24-24	GT	MCS.
Outings & Activities	4-24-24	GT	MCS.
Maintenance needs	4-24-24	GT	MCS.
Emergency Binder: Fire Drills, water temps, incident reports including injury and serious injury and quarterly emergency procedure.	4-24-24	GT	MCS.
Residential Specific – Lead			
Have new hire read client files. SS AK AG TW Initials of Client Files read:	4-24-24	GT	MCS
Shadowed with an experienced staff at a minimum of 3 shifts (staff that shadowed can initial this.)	5-6-24	GT	MCS
Data Tracking and managing goals	5-6-24	GT	MCS.
Concurrent Documentation & Daily notes	5-6-24	GT	MCS.
Daily House Task & checklists	5-6-24	GT	MCS.
Medication Administration: Observation Sheet. **Med Admin Course Date:** 4-25-2024			
Funds management & money logs	5-6-24	GT	MCS
Menus and food preparation	5.6.24	GT	MCS
Daily Communication Logs	5-6-24	GT	[illegible]

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.)	5-6-24	GT	MCS
Email HR Director when Staff have read all client files – to assign acknowledgments.	5-6-24	GT	MCS
Make sure packet is complete, staff initialed and signed, then sign and turn into HR Director.	5-6-24		MCS
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 appositive 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			

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Managing & submitting appropriate financial documentation for NCS	5-6-24	GT	MCS
Managing & submitting appropriate financial documents for individuals served	5-6-24	GT	MCS.
Lead scheduling duties	4-25-24	GT	MCS
Lead responsibilities with call'ins & mandating policies	5-6-24	GT	MCS.
Appropriate communication with team members & responsiveness	4-25-24	GT	MCS
Monthly home inspections	GT	GT	4.23.24
Weekly client updates	4-25-24	GT	MCS.
Outings. activities & appropriate socialization	4-25-24	GT	MCS
Case management duties & follow with additional services	5-6-24	GT	MCS

Managing House & Client Calendars	BT.	GT	4.23.24
Appointment Communication logs	BT.	GT	4.23.24
Organization of client files			
Client Meetings			
Team & Agency Meetings			
Medication orders & communication with the pharmacy			
Communication with agency nurse			
Menu planning & House shopping	BT.	GT	4.23.24
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: _____

Supervisor: _____ Date: _____

Case management duties & follow with additional services	5-6-24	GT	mes.
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Employee: Gary Teseis Date: 5-6-2024

Supervisor: [illegible] Date: 5-6-24