



# 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
<b>Human Resources</b>			
New Employee Offer Letter completed	06/04/24	AN	FO
Background Study completed	06/04/24	AN	FO
Employee File created	06/04/24	AN	FO
Employee ADP account created	06/04/24	AN	FO
Employee Deputy account created	06/04/24	AN	FO
Employee R-Tasks account created	06/04/24	AN	FO
Employee STAR account created	06/04/24	AN	FO
Add employee to Employee Master Log	06/04/24	AN	FO
Add employee to Employee Birthday List	06/04/24	AN	FO

<b>Hiring Director</b>			
Complete Deputy Training: time off, newsfeed postings & confirmation.	6-18-24	AN	ay
Complete ADP Training: time off, expenses (sleep noc and mileage)	6-18-24	AN	ay
Vulnerable Adult Training	6-18-24	AN	ay
Star Services Training (Needs to be done within 60 days of hire date) <b>Date:</b> 8-4-24	8-16-24	AN	
Schedule first three training days in house or community.	(PH)-6-20-24 EK 6-20-23 TS 6-26-24 EK	(MFK) 6-27-24 HD 6-28-24 IZM 6-28-24 KM	Def
Director enters individual schedule into block scheduling electronically immediately	No Block (fill in)	AN	ay
<b>Residential Program Director</b>			
R-Task Specific Training: Notes, meds, clinical (meds sent out of facility, Narc count, Narcs received.)	6/20/24	AN	TSK
Scheduling & Scheduling requirements (Deputy/ADP)	6-18-24	AN	ay
Orientation to individual's needs (must sign the client acknowledgement once completed)	6-26-24 EK 6-27-24 HD	AN	Def
Person Centered Practices & Plans: <ul style="list-style-type: none"> <li>ICYP – specific training &amp; quiz – Granite (in her book)</li> </ul>	—	AN	Def
DS-sign language training & test – Maple Grove – keep at house not in his packet)	—		
Agency passes & activities	6/20/24	AN	TSK
Orientation on team meetings & requirements	8/15/24	AN	Def
Outings & Activities	6/20/24	AN	TSK

Maintenance needs	6/20/24	AN	TSK
Emergency Binder: Fire Drills, water temps, incident reports including injury and serious injury and quarterly emergency procedure.	6/20	AN	EK
<b>Residential Specific – Lead</b>			
Shadowed with an experienced staff at a minimum of 3 shifts (staff that was shadowed can initial this.)	6-20-24 EK 6-20-24 TS 6-24-24 EK 6-27-24 HD 6-28-24 RM	AN	EK
Data Tracking and managing goals	6/20	AN	EK
Concurrent Documentation & Daily notes	6/20	AN	EK
Daily House Task & checklists	6/20	AN	EK
Medication Administration: Observation Sheet. <b>Med Admin Course Date:</b>	X	X	X
Funds management & money logs	6/20	AN	EK
Menus and food preparation	6/20	AN	EK
Daily Communication Logs	6/20	AN	EK
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.)	6/20	AN	TSK
Make sure packet is complete, staff initialed and signed, then sign and turn into Hiring Director.	8/15/24	AN	BY
<b>Housing Services Specific</b>			
<b>Team Lead &amp; Co Lead Additional Training</b>			
Have new hire read client files. Initials of Client Files read:	<del>X</del>		

<b>Motivating &amp; supervising a team efficiently &amp; fostering apposite work environment</b>			
<b>Managing &amp; submitting appropriate financial documentation for NCS</b>			
<b>Managing &amp; submitting appropriate financial documents for individuals served</b>			
<b>Lead scheduling duties</b>			
<b>Lead responsibilities with call'ins &amp; mandating policies</b>			
<b>Appropriate communication with team members &amp; responsiveness</b>			
<b>Monthly home inspections</b>			
<b>Weekly client updates</b>			
<b>Outings. activities &amp; appropriate socialization</b>			
<b>Case management duties &amp; follow with additional services</b>			
<b>Managing House &amp; Client Calendars</b>			
<b>Appointment Communication logs</b>			
<b>Organization of client files</b>			
<b>Client Meetings</b>			
<b>Team &amp; Agency Meetings</b>			
<b>Medication orders &amp; communication with the pharmacy</b>			
<b>Communication with agency nurse</b>			
<b>Menu planning &amp; House shopping</b>			
<b>Assisting with staff training</b>			

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: Dea Nyquist Date: 8/16/24

Supervisor: Cheryl Date: 8-16-24