



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
Human Resources			
New Employee Offer Letter completed	7/15/24	DK	FD
Background Study completed	7/15/24	DK	FD
Employee File created	7/15/24	DK	FD
Employee ADP account created	7/15/24	DK	FD
Employee Deputy account created	7/15/24	DK	FD
Employee R-Tasks account created	7/15/24	DK	FD
Employee STAR account created	7/15/24	DK	FD
Add employee to Employee Master Log	7/15/24	DK	FD
Add employee to Employee Birthday List	7/15/24	DK	FD

Hiring Director			
Complete Deputy Training: time off, newsfeed postings & confirmation.	7-15-24	DK	CP
Complete ADP Training: time off, expenses (sleep noc and mileage)	7-15-24	DK	CP
Vulnerable Adult Training	7-15-24	DK	CP
Star Services Training (Needs to be done within 60 days of hire date) Date: 9-15-24			
Schedule first three training days in house or community.	8-1-24 (7-2) 8-2-24 (7-2) 8-5-24 (2-9)	DK	MOS
Director enters individual schedule into block scheduling electronically immediately			
Residential Program Director			
R-Task Specific Training: Notes, meds, clinical (meds sent out of facility, Narc count, Narcs received.)	8-1-24	DK	BK
Scheduling & Scheduling requirements (Deputy/ADP)	8-1-24	DK	BK
Orientation to individual's needs (must sign the client acknowledgement once completed)	8-5-24	DK	MOS
Needs to sign the new form. he signed the sheet in the book			
iz - Granite	-	-	-
Maple Grove (acket)	-		
	8-1-24	DK	BK
Orientation on team meetings & requirements	8-5-24	DK	MOS
Outings & Activities	8-5-24	DK	MOS

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Maintenance needs	8.1.24	DK	BK
Emergency Binder: Fire Drills, water temps, incident reports including injury and serious injury and quarterly emergency procedure.	8-5-24	DK	MO
Residential Specific – Lead			
Shadowed with an experienced staff at a minimum of 3 shifts (staff that was shadowed can initial this.)	8-1-24 8-2-24 8-5-24	DK	BK
Data Tracking and managing goals	8.1.24	DK	BK
Concurrent Documentation & Daily notes	8-		
Daily House Task & checklists	8.1.24	DK	BK
Medication Administration: Observation Sheet. Med Admin Course Date:	-	-	-
Funds management & money logs	8.1.24	DK	BK
Menus and food preparation	8.1.24	DK	BK
Daily Communication Logs	8.1.24	DK	BK
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.)	8.1.24	DK	BK
Make sure packet is complete, staff initialed and signed, then sign and turn into Hiring Director.			
Housing Services Specific			
Team Lead & Co Lead Additional Training			
Have new hire read client files. Initials of Client Files read:	8.1.24	DK	BK

Motivating & supervising a team efficiently & fostering apposite 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: 8/16/24
 Supervisor: *Brittany Ki* Date: 8/16/24