

Tiffany Beber



NorthStar Services

Residential • Employment • Housing • Behavioral Health

Behavioral Health New Employee OnBoarding & Training Checklist

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

Description	Date Completed	Employee Initials	Supervisor Initials
Human Resources			
New Employee Offer Letter completed and given to HR.	7.19.24		BS
Background Study completed (SentryLink for TCM and ARMHS)	7.22.24		BS
Employee File created	7.19.24		BS
Employee ADP account created & assistance with access	7.19.24		BS
Employee Deputy account created & assistance with access	7.19.24		BS
Employee STAR account created & assistance with access	7.19.24		BS
Add employee to Employee Master Log	7.19.24		BS
Add employee to Employee Birthday List	7.19.24		BS
Complete Deputy Training: time off, newsfeed postings & confirmation.	7.31.24	TB	BS
Complete ADP Training: time off, expenses (mileage)	7.31.24	TB	BS

Set up TrainLink account	7.19.24	—	BS
Vulnerable Adult Training	7.31.2024	TB	BS
Maltreatment of a Minor Training https://canvas.umn.edu/courses/318819	7.31.2024	TB	BS
Show how to login to Star Services. Star Services Training needs to be done within 60 days of hire date: Date: 9.29.2024	7.31.24	TB	BS
Clinic Manager			
Create NorthStar email	8-1-24	TB TB	TF SN
Create Egnyte account	8-1-24	TB	TF SN
Create RingCentral account	7/25/24	TB	SN
Create Procentive account	7/25/24	TB	SN
Program Director			
New Staff read mock client files.	8/14/24	TB	TF
Procentive Training	8/14/24	TB	TF
Schedule supervised training day(s)	8/15/24	TB	TF
Completed TrainLink courses and printed transcript for Program Director	8/19/24	TB	TF
Scheduling & Scheduling requirements	8/19/24	TB	TF
Review Client Intake Packet & Policies/Procedures	8/14/24	TB	TF
Agency passes & activities	8/14/24	TB	TF
Orientation on team meetings & requirements	8/16/24	TB	TF
Make sure staff initialed and signed, then sign and turn into HR Director.			

Other:			
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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: 8/19/24
Supervisor: [Signature] Date: 8/19/24