

James Kelly
Bring to
all training



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	8/1/24	JK	JD
Background Study completed	8/1/24	JK	JD
Employee File created	8/1/24	JK	JD
Employee ADP account created	8/1/24	JK	JD
Employee Deputy account created	8/1/24	JK	JD
Employee R-Tasks account created	8/1/24	JK	JD
Employee STAR account created	8/1/24	JK	JD
Add employee to Employee Master Log	8/1/24	JK	JD
Add employee to Employee Birthday List	8/1/24	JK	JD

Hiring Director			
Complete Deputy Training: time off, newsfeed postings & confirmation.	8-1-24	JR	OP
Complete ADP Training: time off, expenses (sleep noc and mileage)	8-1-24	JR	OP
Vulnerable Adult Training	8-1-24	JR	OP
Star Services Training (Needs to be done within 60 days of hire date) Date: 8/11/24		JR	
Schedule first three training days in house or community.	8-2-24 8-3pm 8-3-24 10-11am 8-7-24 3-10pm	JR	MCS
Director enters individual schedule into block scheduling electronically immediately	8-1-24	JR	OP
Residential Program Director			
R-Task Specific Training: Notes, meds, clinical (meds sent out of facility, Narc count, Narcs received.)	8/7	JR	MCS
Scheduling & Scheduling requirements (Deputy/ADP)	8-1-24	JR	OP
Orientation to individual's needs (must sign the client acknowledgement once completed)	8/7	JR	MY
Person Centered Practices & Plans: <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	8-29	JR	MCS
Orientation on team meetings & requirements	8-29	JR	AM
Outings & Activities	8-29	JR	MCS

Maintenance needs	8/7	JTC	MS
Emergency Binder: Fire Drills, water temps, incident reports including injury and serious injury and quarterly emergency procedure.	8-29	JTC	MS
Residential Specific – Lead			
Shadowed with an experienced staff at a minimum of 3 shifts (staff that was shadowed can initial this.)	8/3 8/7	JTC	JM MS
Data Tracking and managing goals	8/7	JTC	MS
Concurrent Documentation & Daily notes	8/7	JTC	MS
Daily House Task & checklists	8/7	JTC	
Medication Administration: Observation Sheet. Med Admin Course Date: 8-27-24 (4-6pm)	8-29-24	JTC	MS
Funds management & money logs	8/7	JTC	MS
Menus and food preparation	8/7	JTC	MS
Daily Communication Logs	8/7	JTC	MS
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.)	8-29-24	JTC	MS
Make sure packet is complete, staff initialed and signed, then sign and turn into Hiring Director.			
Housing Services Specific	8/7	JTC	MS
Team Lead & Co Lead Additional Training			
Have new hire read client files.	8/7	JTC	MS
Initials of Client Files read: KH			

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:  Date: 8/30/21
Supervisor:  Date: 8.29.21