



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	3/28/24	ES	ES
Background Study completed	3/28/24	ES	ES
Employee File created	3/28/24	ES	ES
Employee ADP account created	3/28/24	ES	ES
Employee Deputy account created	3/28/24	ES	ES
Employee R-Tasks account created	3/28/24	ES	ES
Employee STAR account created	3/28/24	ES	ES
Add employee to Employee Master Log	3/28/24	ES	ES
Add employee to Employee Birthday List	3/28/24	ES	ES

Hiring Director			
Complete Deputy Training: time off, newsfeed postings & confirmation.	3/28/24	QA	BS
Complete ADP Training: time off, expenses (sleep noc and mileage)	3/28/24	QA	BS
Vulnerable Adult Training	3/28/24	QA	BS
Star Services Training (Needs to be done within 60 days of hire date) Date:	3/28/24	QA	BS
Schedule first three training days in house or community.	3/28/24	QA	BS
Director enters individual schedule into block scheduling electronically immediately	3/28/24	QA	BS
Residential Program Director	3/28/24		
R-Task Specific Training: Notes, meds, clinical (meds sent out of facility, Narc count, Narcs received.)	8-28	QA	BK
Scheduling & Scheduling requirements (Deputy/ADP)	8-28	QA	BK
Orientation to individual's needs (must sign the client acknowledgement once completed)	8-28	QA	BK
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			
Orientation on team meetings & requirements	8-28	QA	BK

Outings & Activities	8-28-24	AS	BK
Maintenance needs	8-28-24	AS	BK
Emergency Binder: Fire Drills, water temps, incident reports including injury and serious injury and quarterly emergency procedure.	8-29-24	AS	BK
Residential Specific – Lead	4-1-24		
Shadowed with an experienced staff at a minimum of 3 shifts (staff that was shadowed can initial this.)	8-28-24 4-3-24 4-5-24	AS	BK
Data Tracking and managing goals	4-1-24	AS	BK
Concurrent Documentation & Daily notes	4-1-24	AS	BK
Daily House Task & checklists	4-1-24	AS	BK
Medication Administration: Observation Sheet. Med Admin Course Date:	4-1-24	AS	BK
Funds management & money logs	4-1-24	AS	BK
Menus and food preparation	4-1-24	AS	BK
Daily Communication Logs	4-1-24	AS	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.)	4-1-24	AS	BK
Make sure packet is complete, staff initialed and signed, then sign and turn into Hiring Director.	8-29-24	AS	BK
Housing Services Specific			
Team Lead & Co Lead Additional Training			
Have new hire read client files.	8-29	AS	BK

Initials of Client Files read: BDK JSIG	8-29	QA	BK
Motivating & supervising a team efficiently & fostering apposite work environment	8-20-24	QA	BK
Managing & submitting appropriate financial documentation for NCS	8-28-24	QA	BK
Managing & submitting appropriate financial documents for individuals served	8-28-24	QA	BK
Lead scheduling duties	8-28-24	QA	BK
Lead responsibilities with call'ins & mandating policies	8-28-24	QA	BK
Appropriate communication with team members & responsiveness	8-28-24	QA	BK
Monthly home inspections	8-28-24	QA	BK
Weekly client updates	8-28-24	QA	BK
Outings, activities & appropriate socialization	8-28-24	QA	BK
Case management duties & follow with additional services	8-28-24	QA	BK
Managing House & Client Calendars	8-28-24	QA	BK
Appointment Communication logs	8-28-24	QA	BK
Organization of client files	8-28-24	QA	BK
Client Meetings	8-28-24	QA	BK
Team & Agency Meetings	8-28-24	QA	BK
Medication orders & communication with the pharmacy	8-28-24	QA	BK
Communication with agency nurse	8-28-24	QA	BK
Menu planning & House shopping	8-28-24	QA	BK

Assisting with staff training	8-28-24	QA	BK
Assisting with staff reviews, training plans, and corrective action	8-28-24	QA	BK
Education & follow through on person centered plans	8-28-24	QA	BK
Education & follow through for individual goals, and progress towards goals / Data Tracking	8-28-24	QA	BK
Education & follow through on all rights restrictions, agency rules, and house guidelines	8-28-24	QA	BK
Review notes on each shift to identify any areas for concern or redirection needed	8-28-24	QA	BK
Reporting staff call-ins and concerns to supervisors & HR	8-28-24	QA	BK

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: Chase Schultz Date: 8/28/24

Supervisor: Barbara Kru Date: 8-28-24