



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

New Hire Name: Madeilyn Maki

Description	Date Completed	Employee Initials	Supervisor Initials
Human Resources			
New Employee Offer Letter completed - Training & Department Notified	10/15/24	mm	CP
Verify employee Drivers License	10/15/24	mm	CP
Background Study completed	10/15/24	mm	CP
Employee file created (egnyte)	10/15/24	mm	CP
Employee ADP account created	10/15/24	mm	CP
Employee Deputy account created	10/15/24	mm	CP
Employee R-Tasks account created	10/15/24	mm	CP
Employee STAR account created	10/15/24	mm	CP
Add employee to Employee Master Log	10/15/24	mm	CP

Notify accounting to add benefits if requested	10/15/24	(M)	CP
Review & Sign Job Description	10/15/24	(M)	CP
Schedule New Hire Paperwork, Star Training and Prog. Coord Training (Tuesday's)	/	/	/
Schedule Medication Administration, CPR & First Aid Training (Thursday's)	/	/	/
Training Department		(M)	
Complete Deputy Training: time off, newsfeed postings & confirmation.	10/22/24	(M)	BS
Complete ADP Training: time off, expenses (sleep noc and mileage)	10/22/24	(M)	BS
Star Services Classroom Training (Tuesday's)	10/22/24	(M)	BS
Program Coordinator		##	
R-Task Specific Training: Notes, meds, clinical (meds sent out of facility, Narc count, Narcs received.)	10/22/24	(M)	CP
Scheduling & Scheduling requirements (Deputy/ADP)	10/22/24	(M)	CP
Orientation to individual's needs (must sign the client acknowledgement once completed)	10/22/24		CP
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 packet)	10/22/24 - . -	(M) (M)	CP
Agency passes & activities	10/22/24	(M)	CP
Orientation on team meetings & requirements	10/22/24	(M)	CP
Outings & Activities	10/22/24	(M)	CP

*Aspen Specific Training (BEST)	-	-	-
Maintenance needs	10/22/24	(M)	CP
Emergency Binder: Fire Drills, water temps, incident reports including injury and serious injury and quarterly emergency procedure.	10/22/24	(M)	CP
Data Tracking and managing goals	10/22/24	(M)	CP
Concurrent Documentation & Daily notes	10/22/24	(M)	CP
Daily House Task & checklists	10/22/24	(M)	CP
Funds management & money logs	10/22/24	(M)	CP
Menus and food preparation	10/22/24	(M)	CP
Daily Communication Logs	10/22/24	(M)	CP
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.)	10/22/24	(M)	CP
Schedule first three training days in house.	10/22/24	(M)	CP
Coordinator enters individual schedule into block scheduling electronically immediately	10/22/24	(M)	CP
Make sure the packet is complete, staff initialed and signed, then signed & turned into Training Director.	10/22/24	(M)	CP

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: Meredith Mahir Date: 10-22-24

Supervisor: Cheri Rowley Date: 10-22-24

Date of 1st Supervised Client Contact: 10/20/24

Date of 1st Unsupervised Client Contact: 10/28/24