

Sara Micklewright



Thursday 1:00

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 - Training & Department Notified	09/25/24		JD
Verify employee Drivers License	09/25/24		JD
Background Study completed	09/25/24		JD
Employee file created (egnyte & temp. paper)	09/25/24		JD
Employee ADP account created	09/25/24		JD
Employee Deputy account created	09/25/24		JD
Employee R-Tasks account created	09/25/24		JD
Employee STAR account created	09/25/24		JD
Add employee to Employee Master Log	09/25/24		JD
Review & Sign Job Description	09/25/24		JD

Notify accounting to add benefits if requested	09/25/24		JP
Training Department			
Complete Deputy Training: time off, newsfeed postings & confirmation.	9/30/24	SPW	BS
Complete ADP Training: time off, expenses (sleep noc and mileage)	9/30/24	SPW	BS
Vulnerable Adult Training	9/30/24	SPW	BS
Star Services Classroom Training	9/30/24	SPW	BS
Schedule first three training days in house.	10-11 10-12 10-14	SPW	MOS
Schedule Medication Administration Training	10/3/24	SPW	Bm
Director enters individual schedule into block scheduling electronically immediately	10/14/24		MOS
Program Coordinator			
R-Task Specific Training: Notes, meds, clinical (meds sent out of facility, Narc count, Narcs received.)	10-14-24	SPW	MES.
Scheduling & Scheduling requirements (Deputy/ADP)	10-14-24	SPW	MOS
Orientation to individual's needs (must sign the client acknowledgement once completed)	10-14-24	SPW	MOS
Person Centered Practices & Plans: <ul style="list-style-type: none"> ICYP – specific training & quiz – Granite (in her book) 	10-14-24	SPW	MOS.
DS-sign language training & test – Maple Grove – keep at house not in his packet)			
Agency passes & activities	10-14-24	SPW	MOS.
Orientation on team meetings & requirements	10-14-24	SPW	MOS



10/3/24
1-5

Outings & Activities	10-14-24	SN	MES
*Aspen Specific Training (CARS)			
Maintenance needs	10-14-24	SN	MES
Emergency Binder: Fire Drills, water temps, incident reports including injury and serious injury and quarterly emergency procedure.	10-14-24	SN	MES
Data Tracking and managing goals	10-14-24	SN	MES
Concurrent Documentation & Daily notes	10-14-24	SN	MES
Daily House Task & checklists	10-14-24	SN	MES
Funds management & money logs	10-14-24	SN	MES
Menus and food preparation	10-14-24	SN	MES
Daily Communication Logs	10-14-24	SN	MES
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.)	10-14-24	SN	MES
Make sure the packet is complete, staff initialed and signed, then signed and turned into Human Resources.	10-14-24		MES

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:

10/14/24

Supervisor:

May Stinson

Date:

10-14-24

Date of 1st Supervised Client Contact:

10-11-24

Date of 1st Unsupervised Client Contact:

10-15-24