



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: Ava Nyquist

Description	Date Completed	Employee Initials	Supervisor Initials
Human Resources			
New Employee Offer Letter completed - Training & Department Notified	6/4/24	AN	CD
Verify employee Drivers License	6/4/24	AN	CD
Background Study completed	6/4/24	AN	CD
Employee file created (egnyte)	6/4/24	AN	CD
Employee ADP account created	6/4/24	AN	CD
Employee Deputy account created	6/4/24	AN	CD
Employee R-Tasks account created	6/4/24	AN	CD
Employee STAR account created	6/4/24	AN	CD
Add employee to Employee Master Log	6/4/24	AN	CD

Notify accounting to add benefits if requested	6/4/24	AN	CP
Review & Sign Job Description	6/4/24	AN	CP
Schedule New Hire Paperwork, Star Training and Prog. Coord Training (Tuesday's)	n/a	n/a	n/a
Schedule Medication Administration, CPR & First Aid Training (Thursday's)	n/a	n/a	n/a
Training Department			
Complete Deputy Training: time off, newsfeed postings & confirmation.	6/18/24	AN	CP
Complete ADP Training: time off, expenses (sleep noc and mileage)	6/18/24	AN	CP
Star Services Classroom Training (Tuesday's)	6/18/24	AN	CP
Program Coordinator			
R-Task Specific Training: Notes, meds, clinical (meds sent out of facility, Narc count, Narcs received.)	6/18/24	AN	CP
Scheduling & Scheduling requirements (Deputy/ADP)	6/21/24	AN	CP
Orientation to individual's needs (must sign the client acknowledgement once completed)	6/21/24	AN	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)	6/20/24	AN	CP
Agency passes & activities	6/21/24	AN	CP
Orientation on team meetings & requirements	6/21/24	AN	CP
Outings & Activities	6/21/24	AN	CP

*Aspen Specific Training (BEST)	✓	✓	✓
Maintenance needs	6/24/24	AN	CP
Emergency Binder:			
Fire Drills, water temps, incident reports including injury and serious injury and quarterly emergency procedure.	6/24/24	AN	CP
Data Tracking and managing goals	6/24/24	AN	CP
Concurrent Documentation & Daily notes	6/24/24	AN	CP
Daily House Task & checklists	6/20/24	AN	CP
Funds management & money logs	6/24/24	AN	CP
Menus and food preparation	6/24/24	AN	CP
Daily Communication Logs	6/24/24	AN	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.)	6/20/24	AN	CP
Schedule first three training days in house.	6/24/24	AN	CP
Coordinator enters individual schedule into block scheduling electronically immediately	6/24/24	AN	CP
Make sure the packet is complete, staff initialed and signed, then signed & turned into Training Director.	6/28/24	AN	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: Alex Nyquist Date: 6/28/24

Supervisor: Chris Jankov Date: 6/28/24

Date of 1st Supervised Client Contact: 6/24/24

Date of 1st Unsupervised Client Contact: 7/1/24