



# 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: Nally Fett

Description	Date Completed	Employee Initials	Supervisor Initials
<b>Human Resources</b>			
New Employee Offer Letter completed - Training & Department Notified	7-18-24	HF	HF
Verify employee Drivers License	7-18-24	HF	HF
Background Study completed	7-18-24	HF	HF
Employee file created (egnyte)	7-18-24	HF	HF
Employee ADP account created	7-18-24	HF	HF
Employee Deputy account created	7-18-24	HF	HF
Employee R-Tasks account created	7-18-24	HF	HF
Employee STAR account created	7-18-24	HF	HF
Add employee to Employee Master Log	7-18-24	HF	HF
Notify accounting to add benefits if requested	7-18-24	HF	HF

Review & Sign Job Description	7.18.24	HP	HP
Schedule New Hire Paperwork, Star Training and Prog. Coord Training (Tuesday's)	/	HP	/
Schedule Medication Administration, CPR & First Aid Training (Thursday's)	/	HP	/
<b>Training Department</b>			
Complete Deputy Training: time off, newsfeed postings & confirmation.	7/29/24	HP	HP
Complete ADP Training: time off, expenses (sleep noc and mileage)	7/29/24	HP	HP
Star Services Classroom Training (Tuesday mornings)	7/29/24	HP	HP
<b>Program Coordinator</b>			
R-Task Specific Training: Notes, meds, clinical (meds sent out of facility, Narc count, Narcs received.)	8/7/24	HP	HP
Scheduling & Scheduling requirements (Deputy/ADP)	8/6/24	HP	HP
Orientation to individual's needs (must sign the client acknowledgement once completed)	8/6/24	HP	HP
Person Centered Practices & Plans: General Info	8/7/24	HP	HP
Agency passes & activities	8/8/24	HP	HP
Orientation on team meetings & requirements	8/6/24	HP	HP
Outings & Activities	8/6/24	HP	HP
Maintenance needs	8/7/24	HP	HP
Emergency Binder: Fire Drills, water temps, incident reports including injury and serious injury and quarterly emergency procedure.	8/6/24	HP	HP

Data Tracking and managing goals	8/7/24	HF	#
Concurrent Documentation & Daily notes	8/6/24	HF	#
Daily House Task & checklists	8/7/24	HF	#
Funds management & money logs	8/7/24	HF	#
Menus and food preparation	8/6/24	HF	#
Daily Communication Logs	8/7/24	HF	#
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.)	8/7/24	HF	#
Orientation to individual's needs (must sign the client acknowledgement once completed)	/	<del>HF</del>	/
Make sure the packet is complete, staff initialed and signed, then signed & turned into Training Director.	/	<del>HF</del>	/

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: Holly Felt Date: 8/9/24

Supervisor: Alicia Doble Date: 8/9/24