



# 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: Ralph VanDenDries

NHT 11-13-2024  
Willow East

Description	Date Completed	Employee Initials	Supervisor Initials
<b>Human Resources</b>			
New Employee Offer Letter completed - Training & Department Notified	11/07/24		FD
Verify employee Drivers License	11/07/24		FD
Background Study completed	11/07/24		FD
Employee file created (egnyte)	11/07/24		FD
Employee ADP account created	11/07/24		FD
Employee Deputy account created	11/07/24		FD
Employee R-Tasks account created	11/07/24		FD
Employee STAR account created	11/07/24		FD
Add employee to Employee Master Log	11/07/24		FD

Notify accounting to add benefits if requested	11/07/24		HP
Review & Sign Job Description	11/07/24	R	HP
Schedule New Hire Paperwork, Star Training and Prog. Coord Training (Tuesday's)	/	/	/
Schedule Medication Administration, CPR & First Aid Training (Thursday's)	/	/	/
<b>Training Department</b>			
Complete Deputy Training: time off, newsfeed postings & confirmation.	11-13-24	R	BS
Complete ADP Training: time off, expenses (sleep noc and mileage)	11-13-24	R	BS
Star Services Classroom Training (Tuesday's)	11-13-24	R	BS
<b>Program Coordinator</b>			
R-Task Specific Training: Notes, meds, clinical (meds sent out of facility, Narc count, Narcs received.)	11/13/24	R	TSK
Scheduling & Scheduling requirements (Deputy/ADP)	11/13/24	R	TSK
Orientation to individual's needs (must sign the client acknowledgement once completed)	11/13/24	R	TSK
Person Centered Practices & Plans: <ul style="list-style-type: none"> <li>• ICYP – specific training &amp; quiz – Granite (in her book)</li> </ul> DS-sign language training & test – Maple Grove – keep at house not in packet)	/	/	/
Agency passes & activities	11/13/24	R	TSK
Orientation on team meetings & requirements	11/13/24	R	TSK
Outings & Activities	11/13/24	R	TSK

*Aspen Specific Training (BEST)	/	/	/
Maintenance needs	11/13/24	R	TSK
Emergency Binder: Fire Drills, water temps, incident reports including injury and serious injury and quarterly emergency procedure.	11/13/24	R	TSK
Data Tracking and managing goals	11/13/24	R	TSK
Concurrent Documentation & Daily notes	11/13/24	R	TSK
Daily House Task & checklists	11/13/24	R	TSK
Funds management & money logs	11/13/24	R	TSK
Menus and food preparation	11/13/24	R	TSK
Daily Communication Logs	11/13/24	R	TSK
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.)	11/13/24	R	TSK
Schedule first three training days in house.	/	/	/
Coordinator enters individual schedule into block scheduling electronically immediately	/	/	/
Make sure the packet is complete, staff initialed and signed, then signed & turned into Training Director.	/	/	/

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: Ralph [Signature] Date: 11/13/24

Supervisor: Chia Stagberg Date: 11/13/24

Date of 1st Supervised Client Contact: [Signature]

Date of 1st Unsupervised Client Contact: [Signature]