



# NorthStar

Community Services

## RESIDENTIAL New Employee OnBoarding & Training Checklist

**MUST BE COMPLETED DURING PROGRAM COORDINATOR ONBOARDING TRAINING AND TURNED IN SAME DAY.**

Complete packet available on Egnyte / Employee Documents & Training / HR Onboarding Documents

New Hire Name: Taylor Barnett Phone Number: 218-221-0742

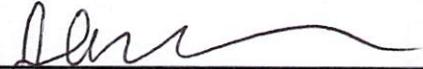
Location: Aspen

Description	Date Completed	Employee Initials	Supervisor Initials
<b>Human Resources</b>			
New Employee Offer Letter completed - Training & Department Notified	01/24/25		TD
Verify employee Drivers License			
Background Study completed	01/24/25		TD
Employee file created (egnyte)	01/24/25		TD
Employee ADP account created	01/24/25		TD
Employee Deputy account created	01/24/25		TD
Employee R-Tasks account created	01/24/25		TD
Add employee to Employee Master Log	01/24/25		TD
Notify accounting to add benefits if requested	01/24/25		TD
Review & Sign Job Description	01/24/25	JB	TD

Training Department			
Employee STAR account created	1-28-25	JB	BS
Complete Deputy Training: time off, newsfeed postings & confirmation.	1-28-25	JB	BS
Complete ADP Training: time off, expenses (sleep noc and mileage)	1-28-25	JB	BS
Star Training	1-28-25	JB	BS
Program Coordinator			
Scheduling & Scheduling requirements (Deputy/ADP)	1/28/25	JB	BS
Person Centered Practices & Plans: General Info	1-28-25	JB	BS
Agency passes & activities	1-28-25	JB	BS
Orientation on team meetings & requirements	1-28-25	JB	BS
Outings & Activities	1-28-25	JB	BS
Maintenance needs	1-28-25	JB	BS
Emergency Binder: Fire Drills, water temps, incident reports including injury and serious injury and quarterly emergency procedure.	1-28-25	JB	BS
Data Tracking and managing goals	1-28-25	JB	BS
Concurrent Documentation & Daily notes	1-28-25	JB	BS
Daily House Task & checklists	1-28-25	JB	BS
Funds management & money logs	1-28-25	JB	BS
Menus and food preparation	1-28-25	JB	BS
Daily Communication Logs	1-28-25	JB	BS

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.)	1-28-25	JB	BS
R-Task Specific Training: Notes, meds, clinical (meds sent out of facility, Narc count, Narcs received.)	1-28-25	JB	BS
Orientation to individual's needs (must sign the client acknowledgement once completed)	1-28-25	JB	BS
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:  Date: 1-28-25

Supervisor:   
Training Coord. Date: 1-28-25