



also did training  
at aspen with Blake  
1/27 1/28 1/29.  
I just went through  
again as a refresher  
1/31 TSK

**Residential House Lead / New Hire Checklist for 3 Supervised Training Days or Cross Training Day**

Location: Sunnyside/Aspen 3 Supervised Training Dates:

OR

Cross Training Date: \_\_\_\_\_ Staff Name: Winter

Topic	Date	Lead Initials	New Hire Initials
Complete Med Pass Sheet. <b>New Hire Only.</b>	1/31	TSK	WD
Emergency Binder: Where it is located, Fire Drills, water temps, incident reports including injury and serious injury and quarterly emergency procedure.	1/31	TSK	WS
Data Tracking and managing goals and location.	1/31	TSK	WS
Daily House Task and Checklist and location.	1/31	TSK	WS
Funds Management & Money Logs and location.	1/31	TSK	WS
Menus and food preparation and location.	1/31	TSK	WS
Daily Communication Log and location.	1/31	TSK	WS
Appointment Communication Logs – Med Logbook: PRN documentation, appt log, meds rec'd/ordered, receiving Narcotics (Narc Sheet),	1/31	TSK	WS

standing order sheet, med error form, med set-up record (meds sent out sheet) and location.	1/31	TSK	WS
Location of First Aid Kit, Fire Extinguisher, Med Cabinet.	1/31	TSK	WS
Go over each client's behaviors, what to expect, what to look for, what works, what doesn't work. What staff can and cannot do and what triggers them.	1/31	TSK	WS
Go over any special or unique aspects of the house, things staff need to know about this location.	1/31	TSK	WS
Shadow Lead in day to day activities – what does a day look like.	1/31	TSK	WS
Cross Lake: Equipment Training	—	—	—
Maple Grove: Sign Language Training	—	—	—
New Hire Questions. (Is staff ready to be on their own, if not, schedule another supervised training day.)		TSK	WS
***Cross Trained Staff Only*** Read client files and complete, sign and date client acknowledgement form.	Aspen Sunnyside 1/31/25	TSK <del>1/31/25</del>	WS

House Lead and New Hire **print, sign** and **date** below before turning in.

Tara Skagerberg

House Lead Printed Name

Tara Skagerberg

Signature

1/31/25

Date

Winter Schwartz

New Hire Printed Name

Winter Schwartz

Signature

01/31/2025

Date

\*\*\*Return to Training Director as soon as the last day of supervised training is completed.