



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: Sarah Larson Phone Number: 218-221-2453

Location: Aspen

Description	Date Completed	Employee Initials	Supervisor Initials
Human Resources			
New Employee Offer Letter completed - Training & Department Notified	12/3/24		FD
Verify employee Drivers License	12/3/24		FD
Background Study completed	12/3/24		FD
Employee file created (egnyte)	12/3/24		FD
Employee ADP account created	12/3/24		FD
Employee Deputy account created	12/3/24		FD
Employee R-Tasks account created	12/3/24		FD
Add employee to Employee Master Log	12/3/24		FD
Notify accounting to add benefits if requested	12/3/24		FD
Review & Sign Job Description	12/3/24	SL	FD

Training Department			
Employee STAR account created	12-4-24	SL	BS
Complete Deputy Training: time off, newsfeed postings & confirmation.	12-5-24	SL	BS
Complete ADP Training: time off, expenses (sleep noc and mileage)	12-5-24	SL	BS
Star Training	12-5-24	SL	BS
Program Coordinator			
Scheduling & Scheduling requirements (Deputy/ADP)	12-10-24	SL	MCS
Person Centered Practices & Plans: General Info	12-10-24	SL	MCS.
Agency passes & activities	12-10-24	SL	MCS
Orientation on team meetings & requirements	12-10-24	SL	MCS.
Outings & Activities	1-7-24	SL	CP
Maintenance needs	1-7-24	SL	CP
Emergency Binder: Fire Drills, water temps, incident reports including injury and serious injury and quarterly emergency procedure.	1-7-25	SL	CP
Data Tracking and managing goals	1-7-25	SL	CP
Concurrent Documentation & Daily notes	1-7-25	SL	CP
Daily House Task & checklists	1-7-25	SL	CP
Funds management & money logs	1-7-25	SL	CP
Menus and food preparation	1-7-25	SL	CP
Daily Communication Logs	1-7-25	SL	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.)	1-7-25	SL	aj
R-Task Specific Training: Notes, meds, clinical (meds sent out of facility, Narc count, Narcs received.)	1-7-25	SL	aj
Orientation to individual's needs (must sign the client acknowledgement once completed)	1-7-25	SL	aj
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: Sara Lynn Lawson Date: 1-7-25

Supervisor: Cheri Hwang Date: 1-7-25