



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

Location: Pine Hill **Staff Name:** Kelly Archambeault

3 Supervised Training Dates: 5/1⁽⁵⁻¹⁰⁾, 5/5 (7am-2pm), 5/6 (8am-4pm)

OR

Cross Training Date: _____

Topic	Date	Lead Initials	New Hire Initials
Complete Med Pass Sheet. New Hire and when staff Cross Train.			
Emergency Binder: Where it is located, Fire Drills, Water Temps, Incident Reports including injury and serious injury and quarterly emergency procedure.	5/4	TBR	KL
Data Tracking and managing goals and location	5/4	TBR	KL
Daily House Task and Checklist and location.	5/4	TBR	KL
Funds Management & Money Logs and location.	5/4	TBR	KL
Menus and food preparation and location.	5/5	TBR	KL
Daily Communication Log and location.	5/4	TBR	JA
Appointment Communication Logs - Med Logbook: PRN documentation, appt log, meds rec'd/order sheet, med error form, med set-up record (meds sent out sheet) and location.	5/5	TBR	KL
Location of First Aid Kit, Fire Extinguisher, Med Cabinet.	5/5	TBR	KL

Topic	Date	Lead Initials	New Hire Initials
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.	5/4/25	TSL	KE
Go over any special or unique aspects of the house, things staff need to know about this location.	5/4/25	TSL	KE
Shadow Lead in day to day activities - what does a day look like.	5/4/25	TSL	KE
Chestnut: Client Specific Training & Test	—		
Cross Lake: Equipment Training	—		
Granite: Client Specific Training & Test	—		
Maple Grove/Hillside/Oak: Sign Language Training			
New Hire Questions (is staff ready to be on their own, if not, schedule another supervised training day).	5/5/25	TSL	WR
PAPP Read	5/4/25	TSL	WR
Cross Trained Staff Only Read client files and complete, sign and date client acknowledgment form.			

House Lead and New Hire - Print, Sign and Date Below Before Turning In.

Gyra Shagubey
House Lead Printed Name

Tara Shagerberg
Signature

5/4/25
Date

Kelly Archambeault
New Hire Printed Name

Kelly Archambeault
Signature

5/5/25
Date

***** Return to the Training Coordinator as soon as the supervised training & the Med Pass Sheet has been completed*****