



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: Kelly Archambeault Phone Number: 218-221-4831

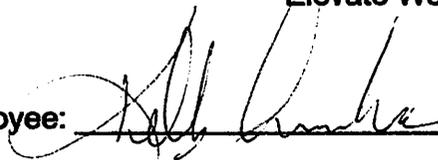
Locations: Pine Hill

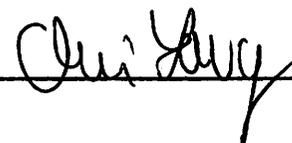
Description	Date Completed	Employee Initials	Supervisor Initials
Human Resources			
New Employee Offer Letter completed - Training & Department Notified	4/15/25	KA	JD
Verify Employee Drivers License			
Background Study Completed	4/15/25		JD
Employee File Created (Egnyte)	4/15/25		JD
Employee Gusto Account Created	4/15/25		JD
Employee Deputy Account Created	4/15/25		JD
Employee R-Task Account Created	4/15/25		JD
Add Employee to Employee Master Log	4/15/25		JD
Notify Accounting to Add Benefits if Requested	4/15/25		JD
Review & Sign Job Description	4/15/25	KA	JD

Training Department			
Employee STAR Account Created	04/15/25		CP
Complete Deputy Training : Time Off, News Feed Posting & Confirmation	4-15-25	KL	CP
Complete Gusto Training : Time Off, Expenses (Sleep Noc & Mileage)	4-15-25	KA	CP
Star Training	4-15-25	KL	CP
Program Coordinator			
Scheduling & Scheduling requirements (Deputy/Gusto)	4-15-25	KA	CP
Person Centered Practices & Plans : General Info	4-15-25	KA	CP
Agency Passes & Activities	4-15-25	KA	CP
Orientation on Team Meetings & Requirements	4-15-25	KL	CP
Outings & Activities	4-15-25	KL	CP
Maintenance Needs	4-15-25	KL	CP
Emergency Binder: Fire Drill, Water Temps, Incident Reports Including Injury & Serious Injury & Quarterly Emergency Procedure.	4-15-25	KA	CP
Data Tracking & Managing Goals	4-15-25	KA	CP
Concurrent Documentation & Daily Notes	4-15-25	KA	CP
Daily House Task & Checklists	4-15-25	KA	CP
Funds Management & Money Logs	4-15-25	KA	CP
Menus & Food Preparation	4-15-25	KL	CP
Daily Communication Logs	4-15-25	KA	CP

Appointment Communications Logs - Med Loh 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 of sheet).	4-15-25	KA	af
R-Task Specific Training Needs: Notes, Meds, Clinical (meds sent out of facility, narc count, narcs received).	4-15-25	KA	af
Orientation To Individual's Needs (must sign the client acknowledgment once completed)	4-15-25	KA	af
Make Sure The Packet Is Complete, Staff Initialed and Signed, Then Signed & Turned Into Training Director.	4-15-25	KA	af

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 Elevate Wellness Agency.

Employee:  Date: 4-15-25

Supervisor:  Date: 4-15-25