



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

Location: Granite Staff Name: Jaylen Barnett

3 Supervised Training Dates: \_\_\_\_\_

OR

Cross Training Date: 7/23/25

Topic	Date	Lead Initials	New Hire Initials
Complete Med Pass Sheet. New Hire and when staff Cross Train.	7/23	JR	JB
Emergency Binder: Where it is located, Fire Drills, Water Temps, Incident Reports including injury and serious injury and quarterly emergency procedure.	7/23	JR	JB
Data Tracking and managing goals and location	7/23	JR	JB
Daily House Task and Checklist and location.	7/23	JR	JB
Funds Management & Money Logs and location.	7/23	JR	JB
Menus and food preparation and location.	7/23	JR	JB
Daily Communication Log and location.	7/23	JR	JB
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.	7/23	JR	JB
Location of First Aid Kit, Fire Extinguisher, Med Cabinet.	7/23	JR	JB

