



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

Location: Hillside Staff Name: Jana Mickleyright

3 Supervised Training Dates: _____

OR

Cross Training Date: 09/16/2025

Topic	Date	Lead Initials	New Hire Initials
Complete Med Pass Sheet. New Hire and when staff Cross Train.	9.16.25	AM	SPW
Emergency Binder: Where it is located, Fire Drills, Water Temps, Incident Reports including injury and serious injury and quarterly emergency procedure.	9.16.25	AM	SPW
Data Tracking and managing goals and location	9.16.25	AM	SPW
Daily House Task and Checklist and location.	9.16.25	AM	SPW
Funds Management & Money Logs and location.	9.16.25	AM	SPW
Menus and food preparation and location.	9.16.25	AM	SPW
Daily Communication Log and location.	9.16.25	AM	SPW
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.	9.16.25	AM	SPW
Location of First Aid Kit, Fire Extinguisher, Med Cabinet.	9.16.25	AM	SPW

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.	9.16.25	AM	Syr
Go over any special or unique aspects of the house, things staff need to know about this location.	9.16.25	AM	Syr
Shadow Lead in day to day activities - what does a day look like.	9.16.25	AM	Syr
Chestnut: Client Specific Training & Test	N/A	_____	_____
Cross Lake: Equipment Training	N/A	_____	_____
Granite: Client Specific Training & Test	N/A	_____	_____
Maple Grove/Hillside/Oak: Sign Language Training	9.16.25	AM	Syr
New Hire Questions (is staff ready to be on their own, if not, schedule another supervised training day).	9.16.25	AM	Syr
PAPP Read	9.16.25	AM	Syr
Cross Trained Staff Only Read client files and complete, sign and date client acknowledgment form.	9.16.25	AM	Syr

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

Alicia Michels AMichels 9.16.25
House Lead Printed Name Signature Date

Sara Michtwright [Signature] 9.16.25
New Hire Printed Name Signature Date

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