



New Employee Training and Orientation Checklist

Employee name: _____

Training Topic		Required By	Frequency
			Key: 3 = Initial training within first 3 months of employment O = Once/Initial 1 = Yearly N = As needed
Agency Policy Review	Personnel Policies and Procedures	680.4, 680.7, 680.8 Regs, (note, only 680.8(f) exceeds requirements of part 633)	O/N
PRAISE	Abuse - Incident and Abuse Reporting and Processing	633.8 Regs	3/1/N
	Abuse - Laws, Regulations and Policies / Procedures Governing Protection from Abuse		
	Abuse - Prevention, Identification, Reporting, and Processing of Allegations of Abuse		
	Code of Conduct		
	Mandated Reporter (New York State Mandated Reporter Resource Center - Home (nysmandatedreporter.org)) CERTIFICATE REQUIRED		
Choking Prevention	Choking Prevention Initiative (CPI) Part 1 – “Prevention of Choking and Aspiration” " (SLMS - New York Statewide Learning Management System (ny.gov)) CERTIFICATE REQUIRED	ADM #2023-04	3/1/N

	Choking Prevention Initiative (CPI) Part II - "Preparation Guidelines for Food and Liquid Consistency" <ul style="list-style-type: none"> • Choking Prevention: 001 Introduction • Choking Prevention: 002 Whole Diet • Choking Prevention: 003 1 to 1/2 Inch Diet • Choking Prevention: 004 1 to 1/4 Inch Diet • Choking Prevention: 005 Ground Diet • Choking Prevention: 006 Puree Diet • Choking Prevention: 007 Liquid Diet 		
Emergency Preparedness	Do Not Resuscitate (DNR) responsibilities	633.18 Regs	3/1
	Disaster Preparedness Plan		
	Emergency on-call		
OSHA	Infection Control / Blood Borne Pathogens, i.e., Prevention of exposure to body substances which could put others at risk of infection (HIV)	633.8 & 633.19 Regs	3/1
	Tuberculosis Control Plan	633.14 Regs	0/1
Safety and welfare	HIPAA/Confidentiality/Back safety: Other Appropriate Topics Relative to Safety and Welfare as May Have Been Specified by the Agency	633.8 & 633.19 Regs	3/1
	Safety and Security Procedures (Including Fire Safety)	633.8 Regs. 635-7.5 Regs & 686.16 Regs; and ADM # 2012-02	3/1/N
	Sexual Harassment	Agency Mandate	3/1
Human Growth and Development	Principles of Human Growth/ Development and Characteristics of the Persons Served	633.8 Regs	3/N
DSP CORE Competencies	Promoting Positive Relationships	633.8 Regs	3/1/N
	Code of Ethics	633.8 Regs	
Human Rights	Rights and Responsibilities of Persons Receiving Services	633.8 Regs	0/N
Satisfaction and Complaint Management	Complaints and Objections	633.4 & 633.12 Regs	3/N

	DIRECT SUPPORT PROFESSIONALS/FIELD ADVOCATES ONLY		
Documentation Requirements	Electronic Visit Verification (EVV)	Agency requirement (DSP/Field Advocate only)	3/1
	Service Description for Notes		
	Electronic Reimbursement Submission (Staff Activity Fees)		

By signing and dating this form, you are attesting that you have completed the above training.

Signature of Employee

Date of completion