

DOCUMENT LIBRARY RESIDENTS

* Financials (deposit, ACH forms, banking info etc.)
* Contract
* Advanced Directive/POA
* Sex Offender Registry
* OODNR
* Physician Orders/Progress Notes
* Assessments
* Service Plans
* LOCA
* Outside Services/Providers
* Immunizations

DOCUMENT LIBRARY EMPLOYEES

* Employee Application
* ID & SS Card
* Background Check (Criminal and Dads Annually)
* Job Description
* New Hire Training (Test and New Hire Orientation Checklist)
* Ongoing Training
* Immunizations
* COVID-19 Questionnaire (If not doing it in bluestep)
* Medication Delegation
* Payroll Status Change
* Performance/Goal Review
* Disciplinary