

SUMMER DELIVERABLES, Here to Help:

Completed by 7/15 and turned into Cindy (Cindy will send and collect from you directly):

Annual Screening forms:

- Intellicorp Criminal and Drivers' license background check forms (2 separate forms required)
- DCF background check form

Domus Staff Portal

Completed by 8/23:

1. DCF mandated reporter training—all, staff member produces certificate and submits: [community-providers-june-2023_64760e42c52aa](https://community-providers-june-2023.64760e42c52aa)
2. Domus Inclement Weather Policy all, in Domus staff portal, read, print, sign off, submit
3. Safe Driving On-Line Course—watch for an email from Melissa, please make sure to print certificate and submit.
4. CPR (for staff who need it): Here is the link, please work with your supervisor to register (there is a fee) and please make sure to register using your legal name as this is how the certificate will print. You must submit your completed certificate and bring your completed certificate to your on-site in August. To earn the incentive, both parts must be completed. <https://shopcpr.heart.org/heartsaver-first-aid-cpr-aed-online>
5. Domus Professional Boundaries/Expectations (Common Sense)-all: in Domus staff portal, read, print, sign off, submit
6. Confidentiality (Domus) – all: in Domus staff portal, read, print, sign off, submit
7. Confidentiality (Power school) – all: in Domus staff portal, read, print, sign off, submit
8. A minimum of 4 Angel families are completed for youth on your caseload
9. **Driving your personal vehicle for work at Domus – all:** in Domus staff portal, read, print, sign off, submit
10. **Zoom Etiquette – all:** in Domus staff portal, read, print, sign off, submit
11. **QPR:** all for who it is expired or who haven't had it yet

For each of these above, drop off or scan and send to your supervisor as you complete them. This enables us to review and file them in a timely manner.

Your supervisor will notify you if you are required to attend CPR/First Aid and/or QPR. In addition, you should have an invite from me.

Also, please read the book you have chosen and be ready to discuss it by August 12th. Also, please read the articles we have selected for summer reading by this date.

90% or above, completed by 9/6, everyone:

- Intakes completed
- SR-7 and Power school releases are signed—these need to be returned to me filled out completely, which is time consuming—it probably makes sense to fill out before meeting with family to sign (whether in person or through DocuSign). If use DocuSign you must print and return to me/your supervisor, do not send to me through DocuSign. **Double check it is a form for 2024-25.**
- Update current phone number and address in Salesforce
- All households are updated in Salesforce

If all of this is completed on the above timelines, staff get 10/3 and 10/4 off. If not completed, we will use these two days to complete all these tasks.