

Summer deliverables, DomusWorks, Invictus, PNH, JRB/VDP

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

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. CPR and First Aid training—all those 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>
2. Domus Professional Boundaries/Expectations/Common Sense—all staff, in Domus staff portal, read, print, sign off, submit
3. Safe Driver Course (staff member prints certificate and submits)—all staff—please watch for an email from Melissa
4. Domus Confidentiality in Domus staff portal, read, print, sign off, submit
5. Confidentiality agreement--Powerschool version—Richie/Valentina only in Domus staff portal, read, print, sign off, submit
6. DCF Mandated Reporter Training—all staff (community provider, not educators staff member prints certificate and submits)
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7. Everyone has read the book they chose for summer reading by August 12th (deliverable does not apply to DomusWorks).
8. All articles are read by 8/12
9. A minimum of 4 Angel families are completed for each youth/family on your caseload.
10. **Driving for work at Domus:** all in Domus staff portal, read, print, sign off, submit
11. **Zoom Etiquette:** all in Domus staff portal, read, print, sign off, submit
12. **QPR:** all for who it is expired, or who haven't had it yet in Domus staff portal, read, print, sign off, submit

Completed by 9/6:

- Intake for any new youth
- Update current phone number and address in Salesforce
- All Dosages (July/August) are up to date.
- All Trauma narratives/obstacles are completed and updated

- All TEB baseline/ongoing assessments are completed.
- All households are updated in Salesforce

If all of this is completed on the timelines, staff get 10/3 and 10/4 off.

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.

A copy of all documents should be submitted to your supervisor as these are completed. This helps us keep up on reviewing and filing all documents.