

## **SUMMER DELIVERABLES, Drop-In Center:**

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:** Please complete this on or after 7/1, please take the one for community providers, NOT school employees and print the certificate and submit. [community-providers-june-2023\\_64760e42c52aa](https://community-providers-june-2023_64760e42c52aa)
2. **Safe Driving On-Line Course – all:** Please watch for a link from Melissa and make sure to print the certificate and submit.
3. **CPR and First Aid (staff member prints the certificate):** 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 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>
4. **Domus Professional Boundaries/Expectations (Common Sense) – all:** in Domus staff portal, read, print, sign off, submit
5. **Confidentiality (Domus) – all:** Read, print, sign off, and submit in Domus staff portal
6. **Driving for work at Domus:** all who have a driver's license. Read, print, sign off and submit. In Domus staff portal
7. **Zoom Etiquette – all:** all read, print, sign off, and submit in Domus staff portal
8. **QPR:** all for who it is expired, or who haven't had it yet

\*\*Please check with your supervisor if you need to complete CPR/First Aid and QPR. If you do, you should also have an invite for those trainings from Julie.

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

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