

## SUMMER DELIVERABLES, SCHOOL ENGAGEMENT TEAM and MSFA:

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 produce certificate and submit: [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 – all: Please watch for a link from Melissa. Please make sure you print certificate at the end and submit
4. **CPR and First Aid (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 (Powerschool) – all: in Domus staff portal, read, print, sign off, submit
8. A minimum of 4 Angel families are completed for youth/families on your caseload.
9. **Driving personal vehicles 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

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.

**For each of these above, drop off or scan and send to your supervisor as they are completed. This helps ensure we can review and file everything in a timely manner.**

In addition, please read the book you have chosen and the summer articles and be ready to discuss by **August 12<sup>th</sup>**.

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

- Intakes completed
- SR-7 and Power school releases are signed—these need to be returned to your supervisor 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 your supervisor. **Double check it is a form for 2024-25.**
- Minimum 60 minutes of dosage recorded for July and August (total) for each youth
- Obstacles updated
- Update current phone number and address in Salesforce
- All households are updated in Salesforce

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