Series: 500 Training

Policy Name: **New Employee Orientation**

Policy Number: 501

Origination Date: 01/20/15 **Revision Date:** 3/08/24

Regulation: HHS-OIG General Compliance Program Guidance | November 2023

Attachments: None

Policy: It is the policy of Communities Connected for Kids to provide an orientation program to welcome new employees. This ensures that they are sufficiently acquainted with their work environments and in a position to have successful start to their jobs. It also to increases the organization's employee retention and effectiveness.

Scope:

All eligible new full-time and part-time employees are required to participate in the orientation program. The program will assist staff in understanding the organization's mission, vision and culture, and encourage commitment to the organization. The responsibility for initial orientation is shared among the employing Department Director or Supervisor, the new employee, the Training Department and the Human Resources Department.

All new employees must complete the entire orientation program within 90 days of hire. Medicaid guidelines require general compliance, Health Insurance Portability and Accountability Act (HIPAA) and Fraud Waste and Abuse training (FWA) to be completed within thirty (30) days of hire for all new employees and once every 12 calendar months thereafter.

• Orientation Schedule:

Main Component & Responsible Party	Scheduled Time	# of Hours	Topics Covered	Certificate of Completion
	Self-paced; to be completed prior to In-Person Orientation Session	0.5	Security Awareness	

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	Self-paced; to be completed prior to In-Person Orientation Session	1.5	Falsification in the Workplace	
	Self-paced; to be completed prior to In-Person Orientation Session	0.5	HIPAA	
	Self-paced; to be completed prior to In-Person Orientation Session	1.5	Deaf & Hard of Hearing (Modules 1, 2 & 3)	
	Self-paced; to be completed prior to In-Person Orientation Session	1.0	Civil Rights	
	Self-paced; to be completed prior to In-Person Orientation Session	1.0	Medicaid, Fraud, Waste and Abuse – PowerPoint and signed attestation	
	Self-paced; to be completed prior to In-Person Orientation Session	0.5	DCF Preventing Sexual Harassment	
	Self-paced; to be completed prior to In-Person Orientation Session	0.5	DCF Preventing Sexual Harassment for Supervisors and Managers	
	Self-paced; to be completed prior to In-Person Orientation Session	1.5	Customer Service Skills for Child Welfare Professionals	
	Self-paced; to be completed prior to In-Person Orientation Session	1.0	Bloodborne Pathogens Training and Quiz	

Except for extenuating circumstances, in-depth orientation sessions will be conducted according to the following orientation schedule.

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Main Component & Responsible Party	Scheduled Time	# of Hrs.	Topics Covered	Presenter's Signature
DAY 1 *Human Resources*				
Training Department	**09:00AM – 09:30AM**	**.25**	Welcome to CCKids. Overview of Communities Connected for Kids. Tour of facility(emergency exits, fire extinguishers, First Aid Kits & Pocket Talker, muster point). Introduction to CCKids staff	
Training Department	**09:30AM – 10:00AM**	**.75**	Communities Connected for Kids history, vision, mission, and values. Org Chart, Customer Service, CCKids Organizational Structure, Trauma's impact on Family Systems, PQI Structure	
Human Resources	**10:00AM – 11:30AM**	**1.5**	Human Resources, Benefits, Employee Handbook, Policy Review, Time Keeping (KRONOS), Travel Policy, Dress Code Policy.	
Training Department	**11:30AM – 12:00PM**	**.5**	Introduction to System of Care, and Cultural Competency, CCKids Safety Manual, Emergency Management Plan, Active	

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			Shooter Response, Worker Safety.	
Lunch	**12:00 PM–12:30PM**	.5	Lunch- Employee's Choice	
Training Department	1:00-2:00PM	**1**	CCKids Compliance Program Overview, CCKids Code of Conduct and , Conflict of Interest	
Training Department	2:00PM – 4:00PM	**2.5**	Self-Care, Managing Compassion Fatigue/Secondary Traumatic Stress, Time Management- the why and how, Next Steps, and Evaluation	
MONTH ONE *Personal* *Development:* *Supervisor*			Meet with employee to assess progress and answer questions; develop individual performance goals; review training needs	
			Attend Monthly CQI Meeting (If Applicable)	
			Attend Board meeting (if applicable)	
			Attend Quarterly Performance Measures Meeting (If Applicable)	
			Attend Pre-Service & In-service training (as related to roles)	
			Visit service centers (if applicable)	
MONTH TWO			Continue to meet with employee to assess	

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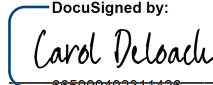
Personal Development:			progress and answer questions. Develop individual performance goals; review training needs	
90 day Interval: Supervisor			Complete evaluation, promote to regular status.	

ACKNOWLEDGMENT: *(to be signed upon completion of all orientation items)*

Employee: _____   Date; _____

Supervisor: _____   Date: _____

Return original to Human Resources - Copies to supervisor and Employee

Approved: DocuSigned by: *Carol Deloach* _____
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Carol A. Deloach, CEO

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