

Juvenile Intake and Assessment New Employee Standardized Orientation and Initial Training Checklist

The new employee and supervisor shall sign their initials to the relevant box and staff shall indicate the date the orientation item was covered and completed.

New Employee Supervisor Date Completed

New Employee Orientations Completed				
A	Overview of child welfare & juvenile justice systems & processes			
B	Overview of statutes and regulations pertaining to Juvenile Offender and Child in Need of Care (CINC) Code			
C	Confidentiality of juvenile records			
D	Recognition, signs and symptoms of child abuse and/or neglect			
E	Recognition, signs and symptoms of suicide			
F	Mandated reporting			
G	Evidence-based approaches			
H	Family engagement			
I	Trauma-informed care			
J	Substance abuse education			
K	Special education			
L	Knowledge of available community resources			
M	Staff work place, field safety and security issues			
N	Work place diversity			
O	Cultural diversity			
P	Sexual harassment			
Q	Review of personnel, Intake and Assessment policies and procedures			
R	Conflict resolution, crisis intervention and de-escalation techniques			
S	Basic medical responses			
T	Universal precautions			
U	Job shadowing			

Initial Training Topics Completed				
1	Juvenile Justice Basics			
2	Massachusetts Youth Screening Instrument – Second Version (MAYSI-2)			
3	Kansas Detention Assessment Instrument (KDAI)			
4	Additional screening instrument(s) used by intake _____			
5	Youth Mental Health First Aid			
6	IT Security Awareness Training			
7	ATHENA (KDOC Intake and Assessment System database)			

By signing below, I acknowledge that I have completed the orientation and initial training process and have been afforded the opportunity for job shadowing.

Print Name New Employee

Signature New Employee – Date

Signature Supervisory Staff – Date