PLP Staff Orientation Checklist

Date:_____/_____/_____

Name:_____

Position: ☐ Program Coord. ☐ Case Mgr. ☐ Caregiver/HT ☐ Intern ☐ SBYD/ED

Instructions: This checklist serves as a guide on how to orient newly hired PLP staff to the program. Sites must still follow their managing agency's policy and/or procedures for orienting newly hired employees to the program/agency.

ACTION ITEMS	DATE COMPLETED
☐ Notify the appropriate contact person at the NJ Department of Children and Families	
☐ Notify the appropriate contact person at Prevent Child Abuse-New Jersey *(Please provide name, email and phone number)*	
☐ Create a username and password in MIS following the **MIS Database Access Policy** (Section 8-PLP Operation Manual	
☐ Register for In-Person Core Training - *(In-Person Core training is scheduled on an as needed basis depending upon the needs of the entire network. If Core Training in not scheduled, the site is responsible for orienting the new hire to the topic and ensure the person has read the corresponding policy)*	
☐ Review PLP Operations Manual	
☐ Review PLP Calendar (meeting and event dates)	
☐ Introduce to Head Teacher and caregivers	
☐ Introduce to school administration	
☐ Introduce to Child Care Resource and Referral (CCR&R)	
☐ Introduce to local home visiting agency	
☐ Introduce to community partners	
ON-LINE TRAININGS TO COMPLETE	**DATE COMPLETED**
☐ PLP Orientation	
☐ Period of Purple	
☐ MIS Database Training	
☐ MIS Utilizing Reports	
☐ ISP Training	

NOTES:
- To register for an on-line webinar, click the link below: https://www.preventchildabusenj.org/what-we-do/programs/parent-linking-program/webinars/
- Upon successful completion of any of the trainings listed above, staff must enter the training in MIS (Staff Program - Form 2).

IN-PERSON TRAININGS TO COMPLETE	DATE COMPLETED
☐ Group Facilitation 101	
☐ Parents' Assessment of the Protective Factors	
☐ Safe Dates	

	DATE COMPLETED
☐ Partnering with Teen Parents	
☐ Ages & Stages Questionnaire-3	

NOTES:
- Newly hired staff cannot administer the ASQ-3 without attending In-Person Core Training.
- Upon successful completion of any of the trainings listed above, staff must enter the training in MIS (Staff Program - Form 2).

REVIEW PLP POLICIES	DATE COMPLETED
☐ Academic Achievement	
☐ Developmental Screening	
☐ Family Planning Agreement	
☐ File Content & Retention	
☐ Group Sessions	
☐ Home Visit	
☐ Individual Sessions	
☐ Individual Service Plans	
☐ Medical Services	
☐ MIS Database Access	
☐ Participant Advisory Group	
☐ Participant Eligibility	
☐ Period of Purple	
☐ Recruitment & Retention	
☐ Program Performance Expectations	
☐ Parents' Assessment of Protective Factors	
☐ Staff Training	
☐ Subsequent Pregnancy	

OBSERVE CORE FUNCTIONS OF PLP CASE MANAGER	DATE COMPLETED
☐ Several Group Sessions	
☐ ASQ-3 Administration	
☐ Period of Purple	
☐ Review Individual Service Plan administration	
☐ Home Visit	
☐ Parent Child Interaction *(observe staff providing feedback to student)*	

New Hire Signature: _____   **Date:** _____/_____/_____

Supervisor Signature:_____   **Date:** _____/_____/_____