Binder Checklist/Format

1. **Front Left Pocket MUST Contain & BE SIGNED & RETURNED:**
   1. HIV Annual Training Attestation
   2. Orientation Checklist for Position
   3. Policy & Procedure (P&P) Attestation
   4. Substance Use Attestation
   5. HIPPA & Boundaries Post-Test
   6. Employee’s Resume
   7. Employee’s Job Description
   8. Data Collection (**ONLY** for Professionals)
   9. Substantiated Sexual Contact Form (**ONLY** for Professionals)
   10. Copy of licensure to be signed (**ONLY** for Professionals & Nursing)
2. **Before the 1st Tab:**
   1. Login & Training Sheet
   2. Medication Admin Class Sign up (Techs **ONLY**)
   3. Employee Protocol
   4. Email Encryption Instructions
3. **Behind the 1st Tab:**
   1. Employee’s Job Description
   2. Everyday tasks per facility (Techs **ONLY**)
   3. Tech Training List (**ONLY** for Techs)
   4. MN Credential Info Sheet (**ONLY** for Professionals)
   5. TLM/SaaShr User Guide (**EMPLOYEE VERSION**)
   6. TLM Mobile User Guide
4. **Behind the 2nd Tab:**
   1. Employee’s Facility’s Policy & Procedure Manual
   2. Medication Administration Policy & Procedure Manual (**FOR NURISING STAFF ONLY**)
5. **Behind the 3rd Tab:**
   1. HIV Info Packet from MDH
   2. TB MDH Info
   3. Residential Program Description/Client Expectations
   4. De-escalation Techniques
6. **Behind the 4th Tab:**
   1. NorthStar Regional Employee handbook
7. **Behind the 5th Tab (FOR FT/SALARY EMPLOYEES ONLY)**
   1. G & A Employee User Guide
   2. 2020 W4 Instruction Guide
   3. All Employees Benefits booklet
   4. 401K Plan Information