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