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ECS does not discriminate against any individual based on race, color, national origin , disability or age in admissions , treatment, or participation on our programs, services, and activities , or in employment

SITE ORIENTATION CHECKLIST FOR :

INDIVIDUAL	STAFF INITIAL	SUPERVISOR INITIAL
Employee is introduced to Individual & family / guardian		
Individuals needs discussed with employee		
Discuss any adaptive equipment with employee (support from family member/ guardian		

INDIVIDUAL (s) HOME	STAFF INITIAL	SUPERVISOR INITIAL
Discuss important phone numbers		
Discuss emergency procedures- Tornados, fire etc.		
Discuss each individual 's living areas & belongings		
Location of bedding items		
Location of personal hygiene items		
Location of medication for individual		
Location of security system and instructions		
Location of gloves and other universal precautions items		
Location of home cleaning supplies		
Location of electric fuse box		

ISP & DOCUMENTATION	STAFF INITIAL	SUPERVISOR INITIAL
Location of time sheets		
Location of all documentation		
Location of ISP & Behavior plans		
Location of calendar of activities & Appointments		
Personal habits of individual		

TRANSPORTATION	STAFF INITIAL	SUPERVISOR INITIAL
Discuss transportation information of individual		
Discuss all activities and schedules including directions		

EMPLOYEE : I have received orientation for individual listed below and according to the table above , I believe that I have got the required training needed to perform the tasks described in the individual ISP .

Print Name : Signature Title

Date :..... Site (Individual) family member/ guardian :.....

TRAINER: I have provided the above employee orientation on all areas list above and believe that the employee has sufficient understanding of the tasks to be done for this individual

Print Name:..... Signature Title :.....

Date :..... Site (Individual/ family member/ guardian :.....