

Staff / Volunteer Orientation Documentation – Group Homes

Use of form: This form is voluntary; however, completion of this form will facilitate the licensing process and help verify compliance with DCF 57.14(6), 57.16(1) and 57.17(2)(i) of the Wisconsin Administrative Code. Personally identifiable information gathered on this form will be used only to verify compliance with licensing rules. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Instructions: Orientation must be documented for each new employee within their first week of hire. Orientation must be documented for each new volunteer before the volunteer begins performing activities. Upon completion of orientation, trainer and staff / volunteer shall initial and date the spaces that correspond to each completed item. The completed form shall be placed in the staff / volunteer record for review by the licensing representative.

Name – Staff / Volunteer (Last, First, MI)	Position	Start Date (mm/dd/yyyy)
Name – Trainer	Position – Trainer	

STAFF REQUIREMENTS	Trainer		Employee	
	Initials	Date / Time	Initials	Date / Time
Job description created under s. DCF 57.17(1)(a). The job description shall be signed and dated by the staff member upon receipt by the staff member. [57.16(1)(a)]				
Program statement as specified under DCF 57.05(1). If licensed for respite care, see 57.35(3). [57.16(1)(b)]				
Written policies and procedures as specified under DCF 57.05(2)(a) – (d). If licensed for respite care, see 57.35(3). [57.16(1)(b)]				
Emergency planning and preparation procedures as specified under DCF 57.06(1). [57.16(1)(b)]				
Personnel policies and procedures as specified under DCF 57.17(1). [57.16(1)(b)]				
Requirements of child abuse and neglect reporting specified under s. 48.981(2) and (3), Wis. Stats., and information on how to identify and report abuse or neglect situations. [57.16(1)(c)]				
Instruction on how to use fire extinguishers, and on emergency and evacuation procedures. [57.16(1)(d)]				
Any other information that would orient the staff member to the group home. [57.16(1)(e)]				
VOLUNTEER REQUIREMENTS	Trainer		Employee	
	Initials	Date / Time	Initials	Date / Time
Activities that the volunteer may perform as specified in the personnel policies and procedures. [57.14(6)(a)]				
Confidentiality requirements specified under DCF 57.39. [57.14(6)(b)]				
Child abuse and neglect reporting requirements specified under DCF 57.18(1). [57.14(6)(b)]				