

EMPLOYEE INFORMATION CHECKLIST

County of San Bernardino – Department of Behavioral Health

EMPLOYEE NAME and JOB TITLE:	NEW HIRES ONLY	
	County Orientation Date:	DBH Orientation Date:

Checklist is to be completed and attached to the 4th (New Hires and Promotions) and Annual (All employees) work performance evaluations (WPE's).

New Hires Only:	YES	NO	N/A	Target Date
▪ Service FIRST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ E-Time Tutorial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Reviewed Standard Practice Manual (SPM) and know where one is located	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Instructions regarding building access and closing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Orientation on job with supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

New Hire / Annual (course details) :	YES	NO	N/A	Target Date
▪ Code of Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Conflict of Interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Cultural Competence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Hazard Communication Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Disaster Plan Assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Disaster & Safety Equipment Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Emergency Action Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reminder: Please attach eLearning transcripts as necessary.

SERVICE PROVIDERS (additional items)	
▪ Chart Documentation Training (8 hrs by 4 th WPE)	
▪ NPI number: _____ If no NPI, please indicate date applied: _____	Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No
▪ Completed license waiver from DMH and/or Registered with the BBS/CA Boards (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
▪ Professional <input type="checkbox"/> License <input type="checkbox"/> Credential <input type="checkbox"/> Waiver <input type="checkbox"/> Registration: Number: _____ Agency: _____ Expiration Date: _____ (A copy or print out of verifying document should be attached to your WPE)	
○ Pre-licensed Providers: Number of documented hours toward licensure, _____ hrs	

ALL Employees must complete:

I hereby certify that I am a licensed driver with a valid California Drivers License and that I carry vehicle insurance, which both are current as required by the County when driving for County Business.

- Expiration Date on California Drivers License:
- Expiration date for Vehicle Insurance:

(one copy of each should be attached to your WPE)

COMMENTS OR SUGGESTIONS:

I understand my responsibility for compliance with the above policies, procedures and rules.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Course Narratives

Course Title	Description	Institute	Frequency
All Weather Driving (Live)	*Prerequisite: Professional Driving I. Weather conditions play a significant role in contributing to accidents in County vehicles. This class prepares County drivers specifically in accident prevention techniques to avoid weather related accidents.	Risk Management	Once
Care of the Back (Live)	Offers techniques and exercises designed to reduce the likelihood of back strains and injuries. All employees who work in an environment that requires lifting are required to participate in this training.	Risk Management	Once
Disaster & Safety Equipment Location	A walking tour by the supervisor or LSC to familiarize the staff member with the location and use of all emergency equipment located in the building (fire alarm pull stations, first aid kits, disaster supplies, etc.)	DBH Disaster and Safety Coordinator	Annual
Disaster Plan Assignments	Assignment of disaster response duties and a brief description of what the assignments would require of the member (command, communications, transportation, damage assessment & security, utility shut off, securing supplies, medical response, counseling teams, etc.)	DBH Disaster and Safety Coordinator	Annual
Driver Awareness	Mandatory basic driving class for all new employees who operate their own or County vehicles during the course of employment.	Risk Management	Annual
Emergency Action Plan	A thorough review of the emergency evacuation procedures, conducted by the supervisor or LSC, using the EAP as a guide. This discussion covers the member's responsibilities when evacuating (assisting others, floor plans, primary and secondary assembly points, head counts, equipment to be brought to the assembly area, etc.).	DBH Disaster and Safety Coordinator	Annual
Ergonomics for Supervisors (Live)	Exclusively provided for supervisors with the tools and knowledge needed to provide training to their employees, as required by the County's Injury/Illness Prevention Program.	Risk Management	
Ergonomics II	Techniques and exercises designed to reduce the likelihood of repetitive motion injuries and ergonomic assessments are discussed. All employees who work in an environment that requires repetitive keying, filing or writing are strongly recommended to participate in this program.	Risk Management	
eTime Tutorial	All employees are required to take the 20 minute Employee eTime Entry Tutorial before EMACS allows you access to the eTime pages.	EMACS	Once
Hazard Communication Program	Review of the hazardous materials and their locations throughout the facility and location of the binder containing the MSDS for these items. Also any other hazards or equipment the employee may use and avoidance of tripping and electrical hazards.	DBH Disaster and Safety Coordinator	Annual
Professional Driving I (Live)	Skilled drivers will benefit from this half day of instruction which includes classroom and "on road" training. This class or Driver Awareness should be attended annually by employees who regularly drive on County business hours.	Risk Management	Annual
Professional Driving II (Live)	This course should not be confused with the Driver Awareness course. The purpose of this course is to provide County drivers the extra measure of training necessary to make them truly professional drivers. This program involves a full day, including a combination of classroom and "on road" instruction.	Risk Management	
Safety Coordinator Training (CalOSHA) (Live)	Provides a basic education in workplace safety issues for individuals who are designated County Safety Coordinators. *Requires attendance of two modules, six (6) hours each.	Risk Management	
Safety for Supervisors (Live)	Provides the supervisor or manager with in-depth knowledge about recent changes in Cal/OSHA. Employee Safety and Health Manuals will be distributed.	Risk Management	Every 4 years
Service F.I.R.S.T.	Friendly, Interested, Responsive, Service-oriented, Trustworthy: A countywide public service improvement program, which includes training on the following elements: Clear standards for customer service; A rewards and recognition program; Continued customer service training; and Procedures for individual and departmental account. Mandatory training provided at New Employee Orientation (NEO).	Orientation	Once
Vanpool Driving	By policy, Vanpool drivers are required to attend Vanpool Driving on an annual basis. This course is exclusively for Vanpool Drivers and is specifically designed and coordinated with Commuter Services.	Risk Management	