| TASK/TRAINING | **TIMELINE** | **DETAILS** | **DATE COMPLETED** |
| --- | --- | --- | --- |
| Ensure that a “New Staff Form” was submitted for you to Central Administration | Within 1 week of hire | Email form to Linda Jones linda.p.jones@state.or.us |  |
| Register for required monthly HFO Webinars | Within 2 weeks of hire | Register through Linda Jones  [linda.p.jones@state.or.us](mailto:linda.p.jones@state.or.us) |  |
| Schedule Technical Assistance Visit | Within 2 weeks of hire | Danielle Morago  [daniellemorago@yahoo.com](mailto:daniellemorago@yahoo.com) |  |
| Online Program Manager Core Training | Begin by week 2 and finish by 3 months. Self-paced, approximately 20 hours | Sign up instructions provided |  |
| HFO Website – learn how to locate manuals, forms, and previously recorded webinars and other important documents  <http://oregonearlylearning.com/other-priorities/healthy-families-oregon/healthy-family-providers-page/> | Within 1 month of hire | Contact Linda Jones or Danielle Morago for assistance |  |
| Medicaid Training Webinar  (as an administrator if you don’t record Medicaid) | Within 1 month of hire | Recorded Webinar on HFO Website |  |
| HFO Data System Training Webinar | Within 1 month of hire | Recorded Webinar on HFO Website |  |
| Schedule Phone Meeting with State Coordinator | Within 2 months of hire | Contact Erin Deahn  [erin.dean.@state.or.us](mailto:erin.dean.@state.or.us) |  |
| Review Site’s Analyses/Plans and Program Goal Plan for Current and Previous Year | Within 3 months of hire | Contact Danielle Morago for assistance as needed  [daniellemorago@yahoo.com](mailto:daniellemorago@yahoo.com) |  |
| Read QuickStart Manual | Within 3 months of hire |  |  |
| Observe Supervisory Sessions (at least 2 for each supervisor) | Within 3 months of hire |  |  |
| Read Program Manager and Supervisor Reference Guide | Within 6 months of hire |  |  |
| Read Program Evaluation and Forms Manual | Within 6 months of hire |  |  |
| Observe Two Home Visits Prior to Attending Home Visitor Core Training (ISHV) | Within 6 months of hire |  |  |
| Observe One Parent Survey Assessment Prior to Attending Assessment Core (PSCO Training) | Within 6 months of hire |  |  |
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