



## **Records of Completion of Orientation and Training Policy**

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### **I. Purpose**

To outline the requirements for individuals in each department and track the necessary training and orientation requirements for each individual in their personnel record. This will also define a rule under certification requirements in 14-197 CMR Chapter 10.

### **II. Policy**

The Human Resources department will utilize tracking mechanisms to maintain history of orientation completion (including topics discussed in orientation) and any trainings during employment.

Each department will have a specific orientation tracking that meets that programs requirements.

Adult Case Management personnel will use the OADS personnel checklist to track all requirements from point of hire through employment period.

  
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Scott Tash, CEO

  
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Date