

ORIENTATION CHECKLIST

(To be completed and retained by CSB for inspection)

Content Orientation

Orientation to civil commitment process, legal and performance contract related requirements.	Signed and dated by ES Manager or designee:
Orientation to documentation expectations and requirements.	Signed and dated by ES Manager or designee:
Orientation to expectations for use of clinical consultation with peers and supervisors	Signed and dated by ES Manager or designee:
Orientation to local policies and procedures	Signed and dated by ES Manager or designee:
Orientation to role and interface with local law enforcement	Signed and dated by ES Manager or designee:
Orientation to role and interface with magistrates and special justices	Signed and dated by ES Manager or designee:
Orientation to resources for alternatives to hospitalization	Signed and dated by ES Manager or designee:
Orientation to bed registry	Signed and dated by ES Manager or designee:
Orientation to process for securing local private beds	Signed and dated by ES Manager or designee:
Orientation to process for securing state facility beds	Signed and dated by ES Manager or designee:
Orientation to process to access LIPOS or SARPOS funding	Signed and dated by ES Manager or designee:
Orientation to alternatives for special populations [e.g. children, ID/DD or geriatric]	Signed and dated by ES Manager or designee:
Orientation to Federal and State laws about allowed disclosure of information and communication in routine and emergency situations	Signed and dated by ES Manager or designee:
Tour of local facilities [E.g. local hospitals, CSU's, jail, REACH, etc.] as relevant.	Signed and dated by ES Manager or designee:
Agreement that for a minimum of three months after certification the newly certified person will consult with a supervisor on any case where he/she intends to recommend a release from an ECO without hospitalization.	Signed by ES Manager or designee and the individual to be certified:

Experiential Orientation

Completion of 40 hours of observation of direct emergency services client or collateral contact (including telephone evaluation/triage) conducted by a certified prescreener.	Signed and dated by ES Manager or designee:
Completion of direct observation of the new employee by a qualified certified prescreener of 40 hours of direct emergency services work. This cannot commence before #1 is completed.	Signed and dated by ES Manager or designee:
Completion of a minimum of 3 prescreening evaluations under direct observation by a qualified certified prescreener.	Signed and dated by ES Manager or designee:
Attestation by supervisor that, based upon direct observation, the applicant has reached a minimal acceptable level of clinical competence and procedural knowledge to be certified. This includes such things as interviewing skills, mental status exam, substance use assessment and risk assessment.	Signed and dated by ES Manager or designee:
Agreement that for a minimum of three months after certification the newly certified person will consult with a supervisor on any case where he/she intends to recommend a release from an ECO without hospitalization.	Signed and dated by ES Manager or designee:

For consistency and clarity during a review, completion of this Orientation Checklist is required. It does not preclude additional items from being required at the local level.