CAPP/PREP/SRAE Educator Orientation Checklist

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| Orientation to Agency | Yes | No | Action Steps |
| Human resources, policies and practices |  |  |  |
| Agency staff, programs and resources |  |  |  |
| Mandatory reporting |  |  |  |
| Emergency contact & procedure |  |  |  |
| Confidentiality policy |  |  |  |
| If agency fleet, transportation policies and procedures |  |  |  |
| Travel reimbursement |  |  |  |
| Use of office equipment |  |  |  |
| Orientation to CAPP/PREP/SRAE | Yes | No | Action Steps |
| Overview of initiative, goals, and core strategies |  |  |  |
| Project work plan & activities (annual calendar deliverables) |  |  |  |
| Project staff and responsibilities |  |  |  |
| NYSDOH staff and roles |  |  |  |
| ACT for Youth staff and roles |  |  |  |
| ACT website – review of resources |  |  |  |
| Other local CAPP/PREP/SRAE providers, staff, and collaborative agreements |  |  |  |
| Online Reporting System (ORS) |  |  |  |
| CAPP/PREP/SRAE e-list, webinars |  |  |  |
| Orientation to EBP | Yes | No | Action Steps |
| Knowledge of EBPs, core components |  |  |  |
| Provide resources on EBPs |  |  |  |
| Review EBP manual |  |  |  |
| Practice sessions |  |  |  |
| Identify training needs & opportunities |  |  |  |
| Review & practice fidelity checklist, attendance record, pre-post tests, etc. |  |  |  |
| Review target program setting – location, contacts, schedule, etc. |  |  |  |
| Offer opportunities to explore target community & its resources |  |  |  |
| Supervision schedule (times and frequency) |  |  |  |
| Shadow experienced educator |  |  |  |
| Mentorship with experienced educator |  |  |  |
| Co-facilitation with experienced facilitator |  |  |  |
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