## Adult Protective Services New Caseworker Onboarding Checklist

The APS Onboarding Checklist is designed as a guide to support the APS supervisor and new caseworker. It provides sections of tools and guides to use throughout the onboarding process such as suggested resources and links to documents and websites that can help the supervisor and caseworker organize and track fulfillment of recommended onboarding steps; access to agency, local and state systems, and resources; and completion of APS core and agency training.

## Agency Support

New caseworkers need to know that they are supported. Connect them with a co-worker, go out in the field with them, and meet with them to help walk them through cases until they meet the requirements on the readiness form.

☐ Assign a co-worker

☐ Conduct a coaching session

☐ Conduct a visit with the new worker

☐ Complete a case review

☐ **Caseworker Readiness Form**