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.

Preparing for a New APS Caseworker

Complete all necessary forms and submit them in a timely manner so the new caseworker has the access they need to state and local systems. Make sure they have what they need, and they feel welcome.

☐ **ODJFS Code of Responsibility JFS 7078 form**

☐ **Instructions to complete form 7078**

☐ **Gaining access to ODAPS**

☐ Submit requests for county systems/computer set-up

☐ Order supplies/set-up desk

☐ Send welcome email to agency/team

☐ Schedule shadow dates/times with peers

Provide the worker with the following:

☐ Contact list

☐ Organizational chart

☐ System sign-on information

☐ **Communication Styles Quiz**