



## Social Service Director (LBSW or SSD)

**Employee Name:** \_\_\_\_\_

**A. General Orientation was completed on:** \_\_\_\_\_

**B. Job Specific Orientation below.**

Criteria	Information Source	Employee Signature	Instructor Signature	Date
Review of Social Services Policy and Procedure Manual	Administrator Social Services Policy and Procedure Manual			
1. Admission Process: <ul style="list-style-type: none"> <li>• Admission/Re-Admission Assessments</li> <li>• Psychosocial Assessment</li> <li>• Level 1</li> <li>• Social History</li> <li>• Advance Directive Acknowledgment</li> <li>• Initial Discharge Plan</li> </ul>	Administrator/SSD/Social Services Consultant  Social Services Policy and Procedure Manual  OBRA Office			
2. Discharge Process: <ul style="list-style-type: none"> <li>• Home Health/Hospice Referrals</li> <li>• Gateway Referrals</li> <li>• DHR Reporting of Unsafe Discharges</li> </ul>	Administrator/SSD/Social Services Consultant  Social Services Policy and Procedure Manual  Agency for Aging			

<b>Criteria</b>	<b>Information Source</b>	<b>Employee Signature</b>	<b>Instructor Signature</b>	<b>Date</b>
3. Documentation: <ul style="list-style-type: none"> <li>• Admission Note</li> <li>• Quarterly Notes</li> <li>• Change in Condition Notes</li> <li>• Discharge Note</li> </ul>	Administrator/SSD/Social Services Consultant  Social Services Policy and Procedure Manual			
4. MDS Process: <ul style="list-style-type: none"> <li>• Assessment Window for Documentation</li> <li>• Quarterly and Annual Assessments and Documentation</li> <li>• Developing and Implementing Care Plans</li> <li>• Care Plan Meetings</li> <li>• Team Based Meetings</li> <li>• Medicare Meetings</li> </ul>	MDS Coordinator/Therapy Team Leader			
5. As Needed Assessments: <ul style="list-style-type: none"> <li>• Level 1 Updates</li> <li>• Mini-Mental (MMSE)</li> </ul>	Administrator/SSD/Social Services Consultant  OBRA Office			
6. Behavior Management: <ul style="list-style-type: none"> <li>• Think Yellow Program</li> </ul>	Administrator/SSD/Social Services Consultant			

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<ul style="list-style-type: none"> <li>• Antipsychotic Medication Monitoring</li> <li>• Inpatient Psych Referrals</li> <li>• Behavior Monitoring Forms</li> </ul>	Think Yellow Binder			
<p>7. Grievance Procedure:</p> <ul style="list-style-type: none"> <li>• Logging Grievances</li> <li>• Assigning Grievances</li> <li>• Following up on Grievances</li> </ul>	Administrator/SS D/Social Services Consultant Operations Policy and Procedure Manual Social Services Policy and Procedure Manual			
<p>8. In House Services:</p> <ul style="list-style-type: none"> <li>• Dental</li> <li>• Podiatry</li> <li>• Vision</li> <li>• Psychiatry</li> </ul>	Administrator/SS D/Social Services Consultant 360 Services Senior Cares Walker Baptist CRNP			
<p>9. Resident Services:</p> <ul style="list-style-type: none"> <li>• Room Changes</li> <li>• Resident Inventory</li> <li>• Absentee Voting</li> <li>• Resident Shopping</li> <li>• Scheduling Appointments and</li> </ul>	Administrator/SS D/Social Services Consultant  Social Services Policy and Procedure Manual			

<b>Criteria</b>	<b>Information Source</b>	<b>Employee Signature</b>	<b>Instructor Signature</b>	<b>Date</b>
Coordinating Transportations				
10. Resident Council: <ul style="list-style-type: none"> <li>• Scheduling Meetings</li> <li>• Resident Council Elections</li> <li>• Resident Council Minutes</li> <li>• Resident Council Concerns</li> </ul>	Administrator/SS D/Social Services Consultant			
11. Monthly Reports: <ul style="list-style-type: none"> <li>• Level II Report</li> <li>• QA Reports</li> </ul>	Administrator/SS D/QA Coordinator OBRA Office			
12. Morning Meeting Agenda	Administrator			
13. Ombudsman Services <ul style="list-style-type: none"> <li>• Ombudsman Assigned to Area</li> <li>• Services Offered by Ombudsman</li> </ul>	Administrator/SS D/Social Services Consultant  Area Ombudsman			
14. Survey Process: <ul style="list-style-type: none"> <li>• Survey Assignments</li> <li>• Survey Readiness Binder</li> </ul>	Administrator			

<b>Criteria</b>	<b>Information Source</b>	<b>Employee Signature</b>	<b>Instructor Signature</b>	<b>Date</b>
15. Transporting Residents: <ul style="list-style-type: none"> <li>• Check Off on Using Lift and Securing Wheelchair in Facility Van</li> <li>• Assigning Staff for Transports</li> </ul>	Administrator/SS D/Maintenance Director Operations Policy and Procedure Manual			
16. Review and Sign Job Description	Administrator			

*Attach Transportation Orientation to this training.*