

New Care Coordinator Onboarding Checklist

Welcome! We are excited to have you join our Free Through Recovery team.

The following checklist has been designed for use with new Care Coordinators. It is the responsibility of the providing agency to ensure the steps are completed and to arrange the necessary resources and meetings. The Free Through Recovery Administrator will be available to support the new Care Coordinator with completing the checklist and answer any questions.

Care Coordinator's Name:

Providing Agency:

Start Date:

1. Agency Supervisor submits DOCR background check forms to Yvette Anderson, ysanderson@nd.gov

2. Each providing agency must review the requirements below with the newly hired Care Coordinator

Review the Free Through Recovery website: <https://www.hhs.nd.gov/behavioral-health/FTR>

Review the ND Department of Corrections and Rehabilitation website: <https://www.docr.nd.gov/>

Review the Evidence-Based Correctional Practice Guide: [Core Correctional Guide](#)

Review the Free Through Recovery Provider Guidance: [FTR Guidance](#)

Watch the following training videos:

Levels: <https://www.youtube.com/watch?v=HHYTc1Drhpk&t=81s>

Person-Centered Outcomes: <https://www.youtube.com/watch?v=ONilNnqwi18>

Gap Funding: <https://www.youtube.com/watch?v=6TtlxmfJAY>

Mandated Reporter Training: <https://mandatedreporter.pcand.org/other-welcome/>

3. Care Coordinator will abide by the Code of Ethics

Sign [Code of Ethics](#) and provide to Agency Supervisor, to be kept at agency.

4. After completion of the above list, please complete the following next steps

Agency Supervisor completes application for Care Coordination Training

Agency Supervisor selects the date the Care Coordinator will attend on-boarding

Care Coordinator completes on-boarding

5. Agency Supervisor and Care Coordinator receive notification granting Care Coordinator access to DOCSTARS, with instructions on how to setup access, the CC can begin providing services in Free Through Recovery

6. Care Coordinator can reach out to agency's assigned Free Through Recovery Administrator for any additional training or technical assistance needs

7. Care Coordinator attends virtual LSI-R Training(Teams Meeting)-may occur before or after care coordination training

8. Care Coordinator attends Care Coordination training, in-person