

ASCOG Title III Staff On-boarding Checklist

Name of new Title III staff	
Start Date	
Job Title	
Location	
Name of Supervisor	
Name of Project	

R#	Onboarding Training Topic	# Hours	Date Completed
1	Older Americans Act		
2	Aging Network		
3	DHS Aging Services Title III Policies and Procedures Manual		
4	ASCOG AAA Title III Policies and Procedures Manual		
5	General Title III Service Standards		
6	Service Specific Standards		
7	Program Reports		
8	Fiscal Reports		
9	Assessment Procedures		
10	Title III Staff Code of Ethics		
11	ASCOG AAA Job Specific Training		
12	Intake Training		