**Orientation to the Agency: A Checklist**

1. Nitty-gritty items:

 \_\_\_ dress code requirements

 \_\_\_ parking

 \_\_\_ entry into building/office (key, ID card)

 \_\_\_ mail and message system

 \_\_\_ telephone procedures and rules

 \_\_\_ locations of bathrooms

 \_\_\_ where to keep personal belongings

 \_\_\_ lunch times and breaks (is there someone for the student

 to eat with the first day?)

 \_\_\_ agency schedule/holidays

 \_\_\_ security and safety precautions

 \_\_\_ policy about mileage reimbursement when using vehicle for agency business

 \_\_\_ establish regular schedule for student

2. Introductions to agency staff:

 \_\_\_ list of staff names, titles and phone extensions

 \_\_\_ organizational chart

 \_\_\_ appointment to meet key staff

 \_\_\_ description of departments and jobs

 \_\_\_ give student's name and number to receptionist

3. The agency:

 \_\_\_ brief history

 \_\_\_ agency mission statement and philosophy

 \_\_\_ eligibility guidelines

 \_\_\_ funding sources

 \_\_\_ social work methods/interventions used

 \_\_\_ current policy issues

4. Recordkeeping:

 \_\_\_ statistical reports

 \_\_\_ logs, charts and charting, social histories, court reports, etc.

 \_\_\_ electronic records

 \_\_\_ procedures for copying, filing, faxing

5. How should student identify him/herself?

 \_\_\_ oral contacts

 \_\_\_ reports/correspondence (co-signature?)

6. Resource materials:

 \_\_\_ agency library

 \_\_\_ bibliography or suggested readings

 \_\_\_ community directory or information on other community agencies

 \_\_\_ glossary of abbreviations, acronyms, agency jargon

7. Confidentiality requirements:

 \_\_\_ HIPAA guidelines

 \_\_\_ release of information

 \_\_\_ sharing information from client files

 \_\_\_ sharing client information in and outside of agency

8. Orientation to supervision:

 \_\_\_ schedule / agenda

 \_\_\_ supervisory notebook or notes

9. The student:

 \_\_\_ motivations

 \_\_\_ family background (genogram, ecomap)

 \_\_\_ autobiography

 \_\_\_ learning styles, work styles

 \_\_\_ expectations of placement, supervision