**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