

Blueprint Behavioral Management & Therapeutic Services, LLC

On-Boarding Employment Checklist

Copy and email to Stevi.bman@gmail.com and Sunshinefox22@gmail.com

- Voided Blank Check for Payroll (or account and routing numbers)
- CPR
- Negative TB Screening (If not a direct family member)
- County Background Check (County you work in)
- Driver's License
- Proof of auto insurance

Complete Forms:

- W4 2024
- New Hire Packet
- Application and Agreement
- Review and Sign Blueprint Policy and Procedures, Confidentiality Agreement

Get Connected To:

- Inform teams (guardians, case managers, etc. you're ready to begin services after hearing from Blueprint that all documentation is completed for onboarding)
- Follow the Blueprint Policy and Procedures Manual instructions regarding the Oasis App.

What's Next:

- If needed, CPR (before beginning services)
- Approximately 10 hours of Training Videos
 - Once completed, you will receive a payment of \$100 on the following paycheck
- Training in Documentation through state-mandated EVV app