



New-Hire Compliance Onboarding Checklist

Day one to day thirty: what every new employee owes the compliance program, and what it owes them.

A CareCompli resource for skilled nursing and assisted living facilities

Why this checklist exists

Compliance failures disproportionately involve people in their first months, not because new staff are careless but because onboarding is where programs most often leak: training assigned late, acknowledgments missed, the hotline never mentioned. A reviewer sampling personnel files will pull recent hires first for exactly this reason. This checklist closes the leak.

Before day one

- ☐ Pre-employment screening completed and documented per your policies and state requirements
- ☐ Role identified for training-path assignment (leadership, nursing, billing, line staff)

Day one

- ☐ Code of conduct provided; signed acknowledgment collected
- ☐ Hotline and reporting channels explained, including the anonymous option; acknowledgment collected
- ☐ Anti-retaliation policy explained; acknowledgment collected
- ☐ Key policies for the role provided, with an acknowledgment plan

Week one

- ☐ Compliance training assigned for the role, with a due date
- ☐ Supervisor confirms the employee can state how to report a concern

Day thirty

- ☐ Compliance training completed, with quiz results recorded
- ☐ All policy acknowledgments complete
- ☐ Any missed items escalated, with owner and date
- ☐ File check: everything above is documented in one retrievable place

Field guide: The test is not whether these things happened; most facilities do most of them. The test is whether the file proves it for every hire, including the ones hired during your busiest week of the year.

State note: Training timing, screening requirements, and mandated-reporter orientation rules vary by state, and several states set specific deadlines for portions of the above. Treat this sequence as the floor; your state may require faster.

How CareCompli answers this

Onboarding leaks because it depends on someone remembering, during the busiest weeks, to do everything on this page. The portal does not get busy.

What this document asks of you	In the CareCompli portal
Role-based training assigned automatically	New staff entering the system receive their role's training path with due dates and reminders; nothing is assigned by memory.
Acknowledgments collected and retrievable	Policies and acknowledgments are tracked per person with timestamps.
Escalation of missed items	Overdue onboarding items generate automatic reminders and escalation.
The day-thirty file check	It is a report, not an archaeology project.

See it live: carecompli.com | Info@CareCompli.com | (516) 631-0655

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