

Brainstorm for Topics to Include

county and state weather notices/links
access to system upon arrival
job specific tutorials and reading materials
assign responsibility for onboarding in the Division; book on calendars
communicate/update email groups (e.g.CCHD, DHMH)
trainee certificate applications
time study log
acronyms and their meaning
copies of job specific licenses, supporting documents
quality improvement tools
DHMH Handbook
state vehicle program/dip
hazardous waste kids
requesting leave
division tour (internal and external for those in the field)
division contacts re: calling in and out
employee training guide
HUB w bookmarks/favs
POSC w bookmarks/favs
BBS w bookmarks/favs
Workday w bookmarks/favs
division performance management (tools and tasks)
IT security (fraud, spam, passwords, etc)
probation period
committees
division overview
leave: sick personal, annual, administrative
Public Health core functions and 10 essential services of PH
timesheets - workhours, lunchtimes, flexibility, kid friendly, codes, etc
building, parking, badges
workspace supplies - set up, replenishment
recycling program
shredders
benefits
organizational charts for CCHD and DHMH
PEP process
cquic tour
phone and voice mail
PHAB docs: strategic plan, QI plan and performance management plan
community health needs assessment
accreditation

employee health - ppd, immunization records

HIPAA

policies with acknowledgements

mandatory training - FEMA and DHMH

social media

blood born pathogens

google: mail, calendar, vault, chat

receipt of first paycheck

paperwork - emergency contact, staff info, photo release, student app

holidays - special note or arrangements for contract employees

EP - fit testing, events, training, volunteer, icp

desktop navigation - drives, favorites, HD tickets, BBS search

language lines

mission, vision

agency contact list/ phone list

call downs and drills

sensitivity

Affinity Diagram of Topics to Include

Topic	Agency (Jennifer)	Division	Online resource	Tool
SELECTION PROCESS access to system upon arrival			county and state weather notices/links	
communicate/update email groups (e.g.CCHD, DHMH)		job specific tutorials and reading materials assign responsibility for onboarding in the Division; book on calendars		
trainee certificate applications		time study log acronyms and their meaning copies of job specific licenses, supporting documents		
quality improvement tools				
DHMH Handbook				
state vehicle program/dip				
hazardous waste kits		hazardous waste kits		
requesting leave		division tour (internal and external for those in the field)		
employee training guide		division contacts re: calling in and out		
			HUB w bookmarks/favs	
			POSC w bookmarks/favs	
			BBS w bookmarks/favs	
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IT security (fraud, spam, passwords, etc)				
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Public Health core functions and 10 essential services of PH	timesheets - workhours, lunchtimes, flexibility, kid friendly, codes, etc	timesheets
building, parking, badges	workspace supplies - set up, replenishment	
recycling program	recycling program	
shredders	shredders	
benefits		
organizational charts for CCHD and DHMH		
PEP process		
cquic tour		phone and voice mail
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accreditation	employee health - ppd, immunization records	
HIPAA		
policies with acknowledgements		
mandatory training - FEMA and DHMH		
social media	blood born pathogens	
receipt of first paycheck	google: mail, calendar, vault, chat	
paperwork - emergency contact, staff info, photo release, student app		
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mission, vision	EP - fit testing, events, training, volunteer, icp	
	desktop navigation - drives, favorites, HD tickets, BBS search	
	language lines	
	agency contact list/ phone list	
	call downs and drills	
	sensitivity	
	TimeStudy	