

BEHAVIOR HEALTH COUNSELOR ON-THE-JOB CHECKLIST

Georgia Department of Corrections Behavior Health Counselor on the Job Training Checklist

NAME: _____

Facility: _____

Counselor Position: _____

Hire Date: _____

Date Completed ICCT Training: _____

Date Completed OJT Training: _____

SSPC Assigned: _____

Additional Notes/Comments:

On the Job Training Task	GDC Policy	Part 1 Date Observed	Part 2 Date Performed/Observed by/ Completed by
Admission & Orientation Process	220.04		
Complete Prerequisites for ICCT	Online Counselor Advisement, Americans with Disabilities Act, Offender Grievances		
Receive SCRIBE Application Access	See Facility OA		
Observe Classification Process	220.03		
Accept a Grievance	227.02		
Review Library Services Policy	501.01		
7-Day Initial/ Residence Plan- (Bring one to training with you)	219.01 and 107.01		
PIC Discussion (Performance Incentive Credit)	214.02		
Observe completing a Parole Review Summary	220.07		
Attend Facility Inspection	Take a Pad/Take Notes		
Attend Program Group Session	107.05		

Retention Schedule: Upon completion, this form shall be retained in the employee's management and personnel files.

On the Job Training Task	GDC Policy	Part 1 Date Observed	Part 2 Date Performed/Observed by/ Completed by
Complete a WAPR (Bring one to training with you)	220.03		
Complete/Update Emergency Contact Information	208.03		
DR Advocate- Observation only	Observe the process with behavior health counselor		
Familiarize with Inmate Financials Form	406.19		
Familiarize with Telephone Contact Form	227.01		
Familiarize with Visitation Form	227.05		
Observe Intake Process	Transfer Day at your facility		
Review Interstate Compact Policy	337		
Meaningful Contact- (Bring one to training with you)	219.01, 107.04 and 107.01		
Policy Review- Power DMS	See Chief Counselor/Classification Sup.		

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On the Job Training Task	GDC Policy	Part 1 Date Observed	Part 2 Date Performed/Observed by/ Completed by
PREA Assessment (Bring one to training with you)	208.06		
Program Implementation Process	107.05		
Reentry Assessment Center (RAC)	503.02		
Reentry Checklist (Bring one to training with you)	503.02		
Familiarize with Release Procedure Policy	503.02 and 222.07		
Observe a Scheduling/Call-Out for JII	Observe process with Sr. Counselor or Chief Counselor		
Familiarize with TOPPSTEP	503.02		
Visit Admin/Seg/TIER (if at your facility)	209.06, 209.07, 209.08, and 209.09		

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