ONBOARDING PROCESS FOR NEW STAFF:

STEP 1:
The Supervisor of the new staff should email their designated Fair Futures Relationship Manager and provide the new staff member’s name, title, and email. They will support the onboarding process and add them to the listserv so they can receive updates and opportunities. You will be emailed your username and password to access our Fair Futures Learning Management System.

Relationship Managers: Holly Smeltzer, holly.smeltzer@fairfuturesny.org and Donald Duggan, donald.duggan@fairfuturesny.org.

STEP 2:
Email Cashay Haffoney, for an onboarding session, ideally your first week.
During this session we will welcome you to the Fair Futures community, provide an overview of the model and background, and discuss your specific role and how it fits into the broader program. We will also walk through all of the training, technical assistance, and professional development supports available to you.

STEP 3:
If you are a Coach or a Middle School Specialist, please set up a mandatory 1:1 TA session BEFORE you reach out to your young people/families. Cashay will help you practice your intro and develop language so that you feel comfortable making that first call!
Email Cashay Haffoney, cashay.haffoney@fairfuturesny.org or click here.
If you are a College, Career, or Housing Specialist, please set up a 1:1 TA session to practice using coaching language/approaches.
Email Cashay Haffoney, cashay.haffoney@fairfuturesny.org or click here.
If you are a Supervisor or Director, please set up a mandatory 1:1 TA session with Emil Ramnarine (emil.ramnarine@fairfuturesny.org).

STEP 4:
Sign up for all mandatory Fair Futures trainings, based on your role. This should be done your first week.
All mandatory trainings can be found here. Look for your staff role in the last column to see which you need to attend.
You can also sign up for additional (and optional) trainings, workshops, learning communities, etc. where you can meet your peers from other agencies and hop into the learning.

STEP 5:
While you are waiting for your onboarding session, read the Fair Futures Manual.
At a minimum, we recommend that new staff read the Manual Summary and the section(s) of the Manual that relate to your role.
If you are unsure, please ask your Fair Futures Relationship Manager.

STEP 6:
After your onboarding session and before using Care4, follow these steps:
- Email Nadine at info@fairfuturesny.org to set up your Care4 username and password.
- Sign up for a Care4 Platform Training with Matt Sexton based on your role.
- If you are a Coach: after the Care4 Platform training with Matt, sign up for the mandatory 1:1 TA session with your Relationship Manager on how to add Goals for your coaching group.
  Schedule a 1:1 TA session with Holly Smeltzer. Schedule a 1:1 TA session with Don Duggan.

*PLEASE DO NOT GET TRAINED ON CARE4 OR START USING CARE4 UNTIL YOU HAVE COMPLETED AN ONBOARDING SESSION.*

YOU ARE NOW READY TO START TRACKING IN CARE4!

MIDDLE SCHOOL SPECIALISTS & COACHES:
After you complete your Care4 Platform Training with Matt, if you are a Middle School Specialist or Coach, you can start tracking your contacts in Care4.
However, please wait until after you have completed the Core Fair Futures Training to start tracking Goals. Sign up here.

COLLEGE, CAREER/EMPLOYMENT, & HOUSING SPECIALISTS:
After you complete your Care4 Platform Training with Matt, you can start tracking in the “Targeted Service Forms” in Care4 before you complete the Core Fair Futures Training.