

ONBOARDING PROCESS FOR NEW STAFF

MEET THE CENTER FOR FAIR FUTURES RELATIONSHIP MANAGERS:



Holly Smeltzer
Relationship Manager
(Foster Care)



Donny Duggan
Relationship Manager
(Foster Care)



Stephanie Dueño
Relationship Manager
(Juvenile Justice)

STEP 1: NEW STAFF ENROLLMENT

Agency supervisor emails a **completed** [New Staff Enrollment Form](#) to their **designated Fair Futures Relationship Manager** and CC's the **Fair Futures Data Team** (info@fairfuturesny.org if they are Foster Care Staff or infojj@fairfuturesny.org if they are Juvenile Justice Staff).

STEP 2: WELCOME EMAILS

You will receive 3 emails regarding the onboarding process:

- ☐ A **welcome email** from your **Relationship Manager** with sign up instructions for 1:1 check in (TA) session.
- ☐ An email from the **Fair Futures Data Team** containing your [Care4](#) login information and instructions
- ☐ An email from the **Fair Futures Data Team** containing your [Canvas](#) login information and instructions

STEP 3: READING THE MANUAL

Read the Fair Futures Manual while you are waiting for your accounts to be created.

[Fair Futures NYC Foster Care Manual](#) or [Fair Futures NYC Juvenile Justice Manual](#)

STEP 4: CANVAS

Canvas is the Learning Management System (LMS) used by Fair Futures to enroll, register, and track all trainings. Login to **Canvas**: fairfuturesny.instructure.com.

You will be automatically enrolled in 4 courses: [Fair Futures Hub](#), [Orientation](#), [Care4](#), and [Core Training](#)

- ☐ Go to the [Fair Futures Hub](#) course and click on [Canvas LMS: Training Documents and Videos](#).

STEP 5: ORIENTATION

Go to the [Orientation](#) course in Canvas to sign up for an orientation session.

Foster Care Staff: sign up for an orientation session with [Cashay Haffoney](#)

Juvenile Justice Staff: sign up for an orientation session with [Stephanie Dueño](#)

STEP 6: MANDATORY TRAININGS

Refer to the [Mandatory Trainings by Role](#) document in the [Fair Futures Hub](#) to determine which courses you must attend and complete based on your role.

- ☐ Go to your [Canvas Catalog Dashboard](#) to **ENROLL** in all of the courses that are **mandatory for your role**.
- ☐ Then **REGISTER** for **specific dates and times** inside **each course** in Canvas.
Once you fill out a zoom registration form, you will receive the link via email.

STEP 7: CARE4

[Care4](#) is the platform used by Fair Futures to track goals, steps and program data.

- ☐ Take the [Care4 course in Canvas](#) (3 videos and 3 quizzes).
- ☐ After you complete the course, you can sign up for further technical assistance (TA) with [Matt Sexton](#).