

ONBOARDING: AGENCY PROCESS FOR NEW STAFF

STEP 1: COMPLETE THE NEW STAFF FORM

Your supervisor fills out and submits the **New Staff Form** online.
There is a [New Staff Form for Foster Care](#) and a [New Staff Form for Juvenile Justice](#).

STEP 2: RECEIVE WELCOME EMAILS

You and your supervisor will receive an automated email after completing the form. This email contains information about your Care4 and Canvas accounts, a link to the mandatory training for your role, and instructions to sign up for a 1:1 session with your agency's Fair Futures assigned Director of Implementation. *Please allow one to two business days for your Care4 and Canvas accounts to be created.*

Your Director of Implementation will also send you a welcome email within a day or two to assist you with the onboarding process.

STEP 3: SET-UP MEETING WITH DIRECTOR OF IMPLEMENTATION

You are required to sign up for a meeting (1:1 session) with your agency's Director of Implementation, either: [Donny Duggan](#) OR [Stephanie Dueño](#).

You can continue completing onboarding steps before meeting with your Director of Implementation.

WHILE WAITING FOR YOUR CARE4 AND CANVAS ACCOUNTS TO BE CREATED:

Explore the [NYC Foster Care Materials & Resources](#) or [NYC Juvenile Justice Materials & Resources](#) on the website.

STEP 4: LOG INTO YOUR CARE4 AND CANVAS ACCOUNTS

Please wait at least one business day before attempting to access your **Canvas** and **Care4** accounts.

Canvas is the Learning Management System (LMS) used by Fair Futures to enroll, register, and track all trainings.

If you cannot log-in to **Canvas** after one week, please email training@fairfuturesny.org for assistance.

Care4 is the platform used by Fair Futures to track goals, steps and program data.

If you cannot log-in to **Care4** after one week, please email:

info@fairfuturesny.org (Foster Care Staff) OR infojj@fairfuturesny.org (Juvenile Justice Staff).

STEP 5: COMPLETE INTRO TRAININGS IN CANVAS

You will automatically be enrolled in all of the trainings that are required for your role.

Complete the following self-paced trainings:

- ☐ [Introduction to Canvas](#)
- ☐ [Orientation](#)
- ☐ Sign up for a meeting (1:1 session) with [Cashay Haffoney](#), Director of Coaching and Wellness
- ☐ [Care4 Training](#)
- ☐ [Core Training Module 1](#)

STEP 6: REGISTER FOR AND COMPLETE CORE TRAINING SERIES

Specific training dates and zoom registration links can be found within each course homepage and course calendar

[Complete Core Training Modules 2-8](#) (Complete Core Training Module 1 prior to registering)

After completing the Core Training Series, you will begin working with young people.

STEP 7: SIGN UP FOR 1:1 TA SESSION WITH CARE4 TRAINER

Once you are assigned a coachload or begin working with young people, you are required to sign up for a 1:1 Technical Assistance (TA) session with Care4 Trainer [Matt Sexton](#) to review the Care4 platform.

STEP 8: REGISTER FOR AND TAKE REQUIRED TRAININGS FOR YOUR ROLE

You should register for the rest of your required trainings in Canvas.

Refer to [Fair Futures Required Trainings by Role](#) for more information about the trainings required for your role. Within each course in Canvas, you will find the zoom registration links to register for a specific date and time.