

**IMPLEMENTATION**

**CHECKLIST**

Version 022025

**Policies**

**PRAESIDIUM MODEL POLICIES**

* **0-30 Days:**
* Share this download with key stakeholders
* Convene review team of stakeholders to evaluate policies
* **60-90 Days:**
* Assess where gaps are in current policies
* Create a list of these deficits in order of priority
* **90-180 Days:**
* Start drafting any new policies that need to be implemented
* Adopt a model policy from the Praesidium Document if needed
* **180 Days – End of Year 1:**
* Continue modifying policies to get on par with Praesidium’s Model Policies
* **Year 2:**
* Implement modified policies
* Ensure all staff and volunteers know what policies have been modified and/or added
* **Year 3+:**
* Regularly assess if current policies are still on par

**Screening**

**PRAESIDIUM BACKGROUND CHECKS**

* **0-30 Days:**
* Set-up account for background checks and/or reference checks
* Review training resources for admins
* **30-60 Days:**
* Review “product descriptions” under training resources once logged in as an admin
* Categorize personnel as volunteer or employee, low or high access, and if Motor Vehicle Report (MVR) is needed
* Start running checks
* **60-90 Days:**
* Continue running checks and reviewing reports
* **90-180 Days:**
* Develop cadence for rechecks and breaks in service
* **180 Days – End of Year 1:**
* Continue running checks and reviewing reports
* **Year 2:**
* If rechecks have not been conducted, it is recommended to run background checks every two years
* **Year 3+:**
* Continue running checks and reviewing reports

**Training**

**PRAESIDIUM ACADEMY ONLINE TRAINING**

* **0-30 Days:**
* Set-up account for upon receiving activation email
* Review admin resources in advanced admin portal and admin training material
* **30-60 Days:**
* Add users
* Recommend *Foundations* as the course to take this month, unless you have a personalized recommendation
* **60-90 Days:**
* Leaders take leadership package courses – contact [Praesidium Support](mailto:support@praesidiuminc.com) if you do not have access to this
* **90-180 Days:**
* Review reports
* **180 Days – End of Year 1:**
* Learners take second course – if you do not have a specific recommendation, we suggest *Duty to Report*
* **Year 2:**
* Take refresher course
* Take one industry-specific course
* **Year 3+:**
* Start with year one plan again

**Responding**

**PRAESIDIUM HELPLINE**

* **0-30 Days:**
* Share this download with key stakeholders
* Communicate phone number to staff and volunteers (use flyer provided by Praesidium)
* **30-60 Days:**
* Start using service
* **60-90 Days:**
* Continue using service
* **90-180 Days:**
* Continue using service
* **180 Days – End of Year 1:**
* Continue using service
* **Year 2:**
* Analyze previous year’s helpline calls
* Identify areas where more training and/or resources may be beneficial
* **Year 3+:**
* Analyze previous year’s helpline calls
* Identify areas where more training and/or resources may be beneficial