



Connect2 Coordinator: Onboarding Checklist

This checklist serves as a guide to successfully complete Connect2 Coordinator (C2C) onboarding and outlines:

- Required pre-training tasks,
- training dates including registration deadlines,
- and required post-training tasks.

Completion of the full checklist is required for all new C2C users as well as those with a lapse longer than 6 months in C2C access.

Checklist:

Step One

- ☐ To start the process for Connect2 Coordinator onboarding, complete this [onboarding intake](#).

Step Two: pre-requisite work

- ☐ Participants must complete the required pre-requisite work before attending the in-person training. If any part isn't complete, we'll help get you scheduled for the next available training.
 - Create Connect2 Coordinator training account
 - Log into Genius, update password
 - Complete 'Welcome to Olympic Connect' course in Genius
 - Complete Community-Based Worker 101 Course in Genius
 - Connect with assigned Mentor and schedule time to shadow within 2 weeks of attending in-person Connect2 Coordinator training

Step Three

- ☐ Attend in-person Connect2 Coordinator training.

Step Four

- ☐ Complete shadowing with mentor
- ☐ Complete Independent Study using Genius and Connect2 Coordinator training environment
- ☐ Once all steps are complete, notify Olympic Community of Health at Connect@Olympicch.org for production access



In-Person Connect2 Coordinator Training Dates

Steps one and two of the onboarding checklist must be fully completed by the registration deadline in order to attend the in-person Connect2 Coordinator training. Training will be hosted at the **OCH office: 41 Colwell St, Port Hadlock, WA.**

- **February 10th 9:00-4:30**
Last date to complete pre-requisite work is January 27th
- **March 10th 9:00-4:30**
Last date to complete pre-requisite work is February 24th
- **April 14th 9:00-4:30**
Last date to complete pre-requisite work is March 31st
- **May 12th 9:00-4:30**
Last date to complete pre-requisite work is April 28th
- **June 9th 9:00-4:30**
Last date to complete pre-requisite work is May 26th
- **July 14th 9:00-4:30**
Last date to complete pre-requisite work is June 30th
- **August 11th 9:00-4:30**
Last date to complete pre-requisite work is July 28th
- **September 15th 9:00-4:30**
Last date to complete pre-requisite work is September 1st
- **October 13th 9:00-4:30**
Last date to complete pre-requisite work is September 29th
- **November 10th 9:00-4:30**
Last date to complete pre-requisite work is October 27th