



Form Title: Magnate Consulting Human Services Startup Readiness Checklist

Purpose: To assess organizational preparedness before launching a new human services program, ensuring compliance, infrastructure, staffing, and service delivery standards are in place.

Instructions: Review each section carefully. Provide notes or supporting documentation where applicable. (This is not customized for your specific program).

1. *Organizational Foundation*

Area	Notes or Proof of Completion
Organization Name	
Program Type	
Mission Statement Established	
Legal Entity Registered	
Tax-Exempt / Nonprofit Status Confirmed	
Governing Board Appointed	
Notes	

2. *Licensing & Compliance*

Area	Notes or Proof of Completion
Licensing Requirements Identified	
License Application Submitted	
Regulatory Agencies Contacted	
Policies & Procedures Manual Completed	
Compliance Plan Established	
Notes	

3. *Staffing & Training*

Area Staffing Plan Developed Job Descriptions	Notes or Proof of Completion Completed
Recruitment Process Established	
Staff Orientation & Training Plan	
Background Checks Completed	
Notes	



4. Program Design & Service Delivery

Area	Notes or Proof of Completion
Service Model Defined	
Client Eligibility Criteria Established	
Client Intake Process Developed	
Individualized Support / Care Plans	
Quality Assurance Process Defined	
Notes	

5. Facilities & Operations

Area	Notes or Proof of Completion
Facility Secured	
Fire/Safety Inspections Completed	
Accessibility Standards Met	
Equipment & Supplies Inventory	
Transportation Plan (if applicable)	
Notes	

6. Finance & Risk Management

Area	Startup	Budget	Finalized	Notes or Proof of Completion
Funding	Sources	Identified		
Financial	Controls	Implemented		
Insurance	Coverage	Secured		
Risk	Assessment	Completed		
Notes				

7. Community & Stakeholder Engagement

Area	Community Outreach Conducted	Notes or Proof of Completion
Referral	Partnerships Established	
Client/Family	Feedback Mechanism	
Marketing & Communications Plan	Notes	



8. Final Readiness Review

Area	Notes or Proof of Completion
Overall Readiness Status	
Planned Launch Date	
Reviewed By	
Date of Review	
Additional Comments	

Magnate Consulting