



**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 Completed	Notes or Proof of Completion
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
<b>Overall Readiness Status</b>	
<b>Planned Launch Date</b>	
<b>Reviewed By</b>	
<b>Date of Review</b>	
<b>Additional Comments</b>	

Magnate Consulting