QMStaffingGroup

Launch Checklist

Fast Track to Launching Your Healthcare Staffing Agency

MODULE 2

(7 Weeks Prior to Launch)

OPERATIONS		COMPLETED
☐	Review insurance requirements in manual and engage recommended insurance provider	
☐	Engage a business attorney and accountant to assist with franchise launch needs: Discuss legal entities and critical business tax info; Review business plan and financial projections	
☐	Research state and local laws, ordinances, regulations, permits, pending legislation and standards applicable to your territory which will affect the establishment and operation of your Franchised Business (Contact the Department of Health, the Department of Labor, or the Department of Human Services.)	
☐	Obtain your state licensing requirements, if applicable; Apply for Business License and any other required permits	
☐	Establish business entity (recommendation is LLC or S-Corp) and send formation docs to HQ	
☐	Obtain EIN number and send written confirmation to HQ	
☐	After EIN & LLC are established, open business banking account and send written confirmation to HQ	
☐	Register for DBA and send a copy of the docs to HQ; see manual for details	
☐	Submit Key Manager/Operating Principal to HQ for record keeping; must provide us with written notice of your Operating Principal and Key Manager at least 60 days prior to opening	
☐	Attend initial training and onboarding with all required vendors	
☐	Reach out to recommended Professional Employer Organization (PEO): For payroll, benefits, health insurance, human resource, and worker's compensation coverage, all in alignment with QM Staffing requirements listed in BSM; Review labor rates, labor tax rates, and workers' compensation rates within your Territory	
☐	Engage a bookkeeper (Xendoo) and acquire bookkeeping software (Xero)	
☐	Order required computer hardware, software and internet access in accordance with manual	
☐	Set up Indeed account	

TRAINING		COMPLETED
☐	Launch Week 2 Videos	
☐	Coaching Call #2: Legal & Administrative (Entity formation)	
COACHING		**COMPLETED**
☐	Establish year 1 launch revenue goal > Enter goal to right	
☐	Determine launch date > Enter date to right	
☐	Affirm niches (RN, LPN, CNA, etc.) > Enter niches to right	
☐	Weekly check-in with Accountability Coach: Discuss any questions on revenue goal, launch date and niches	
☐	Submit this module's completed Launch Checklist form from Hubspot	