



Initial DSP Performance Evaluation

**Personal Data**

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|--|--|--|------------------------------------|-----------|-------|--------------|
| Employee Name | | | Employee Title | | | |
| Agency Name | | | Full Time | Part Time | Other | Date of Hire |
| Work Location | | | | | | |
| Rating Period | | | Date Appointed to Current Position | | | |
| From | | | To | | | |
| Name & Title of Person Completing Form | | | Date Completed | | | |

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|---|--|--|----------------|-----------------|---------------|----------------|
| Goal 1: Putting People First | | | Meets Standard | Making Progress | Does Not Meet | Not Applicable |
| Competency Area A: Supporting a person's unique capacities, personality and potential | | | | | | |
| Skill 1: Demonstrates respect for all individuals being supported | | | | | | |
| Skill 2: Demonstrates support for individual choice-making in order to enhance confidence and assertiveness | | | | | | |
| Comments | | | | | | |
| Competency Area B: Getting to know the person through assessment/ discovery | | | | | | |
| Skill 1: Evaluates the ways in which past and current events, and environmental factors affect the way the person acts/reacts to others | | | | | | |
| Skill 2: Using a holistic approach, participates in the individual's life planning activities and assists in their implementation | | | | | | |
| Comments | | | | | | |
| Competency Area C: Promoting Advocacy with the Individual | | | | | | |
| Skill 1: Seeks information on the range of services available to individuals with developmental disabilities | | | | | | |
| Skill 2: Provides opportunities for the individual to be a self-advocate | | | | | | |
| Skill 3: Describes and supports individuals' rights and responsibilities | | | | | | |
| Comments | | | | | | |

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| Competency Area D: Facilitating personal growth and development |
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| Skill 1: Demonstrates the ability to effectively teach skills to people supported | | | | |
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| Comments | |
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| Competency Area E: Facilitation of Services |
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| Skill 1: Assists in the development, implementation and on-going evaluation of service plans that are based on the individual's preferences, needs and interests | | | | |
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| Skill 2: Continuously shares observations, insights, and recommendations with the individual and their support team | | | | |
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| Comments | |
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|--|-------------------|--------------------|------------------|-------------------|
| Goal 2: Building and Maintaining Positive Relationships | Meets Standard | Making Progress | Does Not Meet | Not Applicable |
|--|-------------------|--------------------|------------------|-------------------|

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| Competency Area F: Building and Maintaining Relationships |
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| Skill 1: Supports individuals to overcome barriers and challenges to establishing and maintaining a network of relationships and valued social roles | | | | |
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| Skill 2: Demonstrates the ability to identify the individual's personal strengths, interests and needed supports for community involvement | | | | |
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| Skill 3: Demonstrates strategies to encourage and build the individual's self-confidence | | | | |
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| Comments | |
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| Competency Area G: Creating Meaningful Communication |
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| Skill 1: Uses a range of effective communication strategies and skills to establish a collaborative relationship with the person served | | | | |
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| Skill 2: The DSP modifies their own communication to ensure understanding and respect | | | | |
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| Skill 3: Develops trust by communicating empathetically | | | | |
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| Skill 4: Recognizes the impact of the possible discrepancies between the individual's chronological age and developmental age when communicating | | | | |
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|-----------------|--|
| Comments | |
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| Goal 3: Demonstrating Professionalism | | Meets Standard | Making Progress | Does Not Meet | Not Applicable |
|---|--|----------------|-----------------|---------------|----------------|
| Competency Area H: Developing Professional Relationships | | | | | |
| Skill 1: Demonstrates respect in all professional relationships | | | | | |
| Comments | | | | | |
| Competency Area I: Exhibiting Professional Behavior | | | | | |
| Skill 1: Demonstrates the following desirable professional qualities in the work site: professional demeanor, attention to punctuality and attendance policies, reliability, flexibility and pleasantness | | | | | |
| Comments | | | | | |
| Competency Area J: Showing Respect for Diversity and Inclusion | | | | | |
| Skill 1: Demonstrates respect in all matters relating to diversity and inclusion | | | | | |
| Skill 2: Demonstrates the awareness, attitude, knowledge and skills (i.e. cultural competence) required to provide effective support to those we serve from any particular ethnic, racial, sexual orientation, religion, gender, socio-economic, age or disability group, as well as any other component diversity groups | | | | | |
| Comments | | | | | |
| Competency Area K: Creating Meaningful Documentation Records | | | | | |
| Skill 1: Maintains accurate records by collecting, compiling, evaluating data and submitting it in a timely manner, to the appropriate sources | | | | | |
| Comments | | | | | |
| Competency Area L: Education, Training and Self-Development Activities | | | | | |
| Skill 1: Demonstrates enthusiasm for learning the knowledge and skills required to perform the job | | | | | |
| Skill 2: Readily seeks and accepts feedback to improve performance | | | | | |
| Skill 3: Applies knowledge and skills gained to the job | | | | | |
| Comments | | | | | |
| Competency Area M: Organizational Participation | | | | | |
| Skill 1: Adheres to and promotes the mission, culture and practices of the organization | | | | | |
| Skill 2: Participates in the work of the organization in a positive way by using problem-solving skills | | | | | |
| Skill 3: Adheres to corporate compliance policies and procedures | | | | | |
| Comments | | | | | |

| Competency Area N: Exhibiting Ethical Behavior on the Job | | | | |
|---|--|--|--|--|
| Skill 1: Follows the NADSP Code of Ethics | | | | |
| Comments | | | | |

| Goal 4: Supporting Good Health | Meets Standard | Making Progress | Does Not Meet | Not Applicable |
|--|----------------|-----------------|---------------|----------------|
| Competency Area O: Promoting positive behavior and supports | | | | |
| Skill 1: Demonstrates teamwork with the individual, co-workers and family in implementing positive behavioral support strategies, consistent with available behavior support plans | | | | |
| Skill 2: Demonstrates effective methods to teach positive behaviors and support existing positive behaviors | | | | |
| Skill 3: Assess strategies to evaluate how environmental factors affect behavior | | | | |
| Comments | | | | |
| Competency Area P: Supporting Health and Wellness <i>(Note: The responsibility of the DSP will vary depending on the type of service arrangement, such as certified vs. uncertified settings; agency vs. self-directed services, etc.)</i> | | | | |
| Skill 1: Demonstrates and assists in nutritious meal planning and food preparation, storage and handling procedures | | | | |
| Skill 2: Demonstrates knowledge and understanding of an individual's medical, physical, psychological and dental health care needs | | | | |
| Skill 3: Demonstrates knowledge of, and uses, accepted measures to prevent illness and disease, and teaches prevention methods to the individual <i>(Note: This section may not apply in uncertified settings)</i> | | | | |
| Skill 4: Recognizes and responds in a timely manner to signs and symptoms of illness/injury and medical emergencies | | | | |
| Skill 5: Provides a safe and clean environment for the individual based on the skill level and risks | | | | |
| Skill 6: Accurately documents and adequately protects all health management information | | | | |
| Skill 7: Can implement daily health practices to support good health | | | | |
| Comments | | | | |
| Competency Area Q: Preventing, Recognizing, and Reporting Abuse | | | | |
| Skill 1: Identifies concepts related to the prevention of abuse | | | | |
| Skill 2: Is able to prevent abuse | | | | |
| Skill 3: Correctly follows procedures for mandated reporting and responding | | | | |
| Comments | | | | |

| Goal 5: Supporting Safety | | Meets Standard | Making Progress | Does Not Meet | Not Applicable |
|--|--|----------------|-----------------|---------------|----------------|
| Competency Area R: Supporting crisis prevention, intervention and resolution | | | | | |
| Skill 1: Demonstrates skill in applying the principles and practices of the OPWDD PROMOTE (<u>P</u> ositive <u>R</u> elationships <u>O</u> ffer <u>M</u> ore <u>O</u> pportunities <u>T</u> o <u>E</u> veryone) competencies and individual-specific Behavior Support Plan, if applicable <i>(Note: The responsibility of the DSP will vary depending on the needs of the individuals served and the policies of each agency)</i> | | | | | |
| Skill 2: Demonstrates respect for the safety of all others | | | | | |
| Comments | | | | | |
| Competency Area S: Supporting Safety | | | | | |
| Skill 1: Supports the safety of all individuals in everyday situations | | | | | |
| Skill 2: Follows proper safety procedures in transportation situations | | | | | |
| Comments | | | | | |
| Competency Area T: Ensuring safety of individuals during environmental emergencies | | | | | |
| Skill 1: Can carry out plans for responding to environmental emergencies | | | | | |
| Comments | | | | | |
| Goal 6: Having a Home | | | | | |
| | | Meets Standard | Making Progress | Does Not Meet | Not Applicable |
| Competency Area U: Supporting people to live in the home of their choice | | | | | |
| Skill 1: Supports the individual by supporting a comfortable home environment | | | | | |
| Skill 2: Supports daily activities and accesses additional skilled supports as needed | | | | | |
| Comments | | | | | |
| Goal 7: Being Active and Productive in Society | | | | | |
| | | Meets Standard | Making Progress | Does Not Meet | Not Applicable |
| Competency Area V: Supporting Active Participation in the Community | | | | | |
| Skill 1: Supports Community participation and contribution | | | | | |
| Comments | | | | | |
| Competency Area W: Supporting Employment, Educational and Career Goal Attainment | | | | | |
| Skill 1: Supports the individual by being knowledgeable about the career and employment goals of the individual | | | | | |

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|--|--|--|--|--|
| Skill 2: Supports the individual by being knowledgeable about the educational goals of the individual | | | | |
| Skill 3: Develops and supports the individual's skills to help the individual meet the productivity expectations of the workplace | | | | |
| Comments | | | | |

| Total Skill Rating | Meets Standard | Making Progress | Does Not Meet | Not Applicable |
|--------------------|----------------|-----------------|---------------|----------------|
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Supervisor Comments

Strengths

Areas for Improvement

Areas Not Yet Addressed

Plan for Employee Development

Employee Comments (optional)

Supervisor Signature

Date:

Reviewer Signature

Date:

Employee Signature

Date:

Supervisor Summary

| Goal | Competency Area | Skill | Meets Standard | Making Progress | Does Not Meet | Not Applicable |
|------------------------------|---|--|----------------|-----------------|---------------|----------------|
| Goal 1: Putting People First | Competency Area A: Supporting a person's unique capacities, personality and potential | 1. Demonstrates respect for all others | | | | |
| | | 2. Demonstrates support for individual choice-making in order to enhance confidence and assertiveness | | | | |
| | | Competency Area A: Average Rating | | | | |
| | Competency Area B: Getting to know the person through assessment/discovery | 1. Evaluates the ways in which past and current events, and environmental factors affect the way the person acts/reacts to others | | | | |
| | | 2. Using a holistic approach, participates in the individual's life planning activities and assists in their implementation | | | | |
| | | | | | | |
| | | Competency Area B: Average Rating | | | | |
| | Competency Area C: Promoting Advocacy with the Individual | 1. Seeks information on the range of services available to individuals with developmental disabilities | | | | |
| | | 2. Provides opportunities for the individual to be a self-advocate | | | | |
| | | 3. Describes and supports individuals' rights and responsibilities | | | | |
| | | | | | | |
| | | Competency Area C: Average Rating | | | | |
| | Competency Area D: Facilitating personal growth and development | 1. Demonstrates the ability to effectively teach skills to people supported | | | | |
| | | | | | | |
| | | Competency Area D: Average Rating | | | | |
| | Competency Area E: Facilitation of Services | 1. Assists in the development, implementation and on-going evaluation of service plans that are based on the individual's preferences, needs and interests | | | | |
| | | 2. Continuously shares observations, insights, and recommendations with the individual and their support team | | | | |
| | | Competency Area E: Average Rating | | | | |
| | Goal 1: Average Rating | | | | | |

Supervisor Summary

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|---|--|---|--|--|--|--|
| Goal 2: Building and Maintaining Positive Relationships | Competency Area F: Building and Maintaining Relationships | 1. Supports individuals to overcome barriers and challenges to establishing and maintaining a network of relationships and valued social roles | | | | |
| | | 2. Demonstrates the ability to identify the individual's personal strengths, interests and needed supports for community involvement | | | | |
| | | 3. Demonstrates strategies to encourage and build the individual's self-confidence | | | | |
| | | Competency Area F: Average Rating | | | | |
| | Competency Area G: Creating Meaningful Communication | 1. Uses a range of effective communication strategies and skills to establish a collaborative relationship with the person served. | | | | |
| | | 2. The DSP modifies their own communication to ensure understanding and respect | | | | |
| | | 3. Develops trust by communicating empathetically | | | | |
| | | 4. Recognizes the impact of the possible discrepancies between the individual's chronological age and developmental age when communicating | | | | |
| | | Competency Area G: Average Rating | | | | |
| | Goal 2: Average Rating | | | | | |
| Goal 3: Demonstrating Professionalism | Competency Area H: Developing Professional Relationships | 1. Engages in a mutually respectful partnership/ relationship with the individual, family members, co-workers and others | | | | |
| | | Competency Area H: Average Rating | | | | |
| | Competency Area I: Exhibiting Professional Behavior | 1. Demonstrates the following desirable professional qualities in the work site: professional demeanor, attention to punctuality and attendance policies, reliability, flexibility and pleasantness. | | | | |
| | | Competency Area I: Average Rating | | | | |
| | Competency Area J: Showing Respect for Diversity and Inclusion | 1. Demonstrates respect for all people | | | | |
| | | 2. Demonstrates the awareness, attitude, knowledge and skills (i.e. cultural competence) required to support those we serve from any particular ethnic, racial, sexual orientation, religion, gender, socio-economic, age or disability group, as well as any other component of diversity groups | | | | |
| | | Competency Area J: Average Rating | | | | |
| | Competency Area K: Creating Meaningful Documentation Records | 1. Maintains accurate records by collecting, compiling, evaluating data and submitting it in a timely manner, to the appropriate sources | | | | |
| | | Competency Area K: Average Rating | | | | |
| | Competency Area L: Education, Training and Self-Development Activities | 1. Demonstrates enthusiasm for learning the knowledge and skills required to perform the job | | | | |
| | | 2. Readily seeks and accepts feedback to improve performance | | | | |
| | | 3. Applies knowledge and skills gained to the job | | | | |
| | | Competency Area L: Average Rating | | | | |

Supervisor Summary

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|---|--|--|-------------------------------|--|--|--|--|
| | Competency Area M: Organizational Participation | 1. Adheres to and promotes the mission, culture and practices of the organization | | | | | |
| | | 2. Participates in the work of the organization in a positive way by using problem-solving skills | | | | | |
| | | 3. Adheres to corporate compliance policies and procedures | | | | | |
| | Competency Area M: Average Rating | | | | | | |
| | Competency Area N: Exhibiting Ethical Behavior on the Job | 1. Follows the NADSP Code of Ethics | | | | | |
| | | Competency Area N: Average Rating | | | | | |
| | | Goal 3: Average Rating | | | | | |
| Goal 4: Supporting Good Health | Competency Area O: Promoting positive behavior and supports | 1. Demonstrates teamwork with the individual, co-workers and family in implementing positive behavioral support strategies, consistent with available behavior support plans. | | | | | |
| | | 2. Demonstrates effective methods to teach positive behaviors and support existing positive behaviors | | | | | |
| | | 3. Assess strategies to evaluate how environmental factors affect behavior | | | | | |
| | Competency Area O: Average Rating | | | | | | |
| | Competency Area P: Supporting Health and Wellness (Note: The responsibility of the DSP will vary depending on the type of service arrangement, such as certified vs. uncertified settings; agency vs. self-directed services, etc.) | 1. Demonstrates and assists in nutritious meal planning and food preparation, storage and handling procedures | | | | | |
| | | 2. Demonstrates knowledge and understanding of an individual's medical, physical, psychological and dental health care needs | | | | | |
| | | 3. Demonstrates knowledge of, and uses, accepted measures to prevent illness and disease, and teaches prevention methods to the individual (<i>Note: This section may not apply in uncertified settings</i>) | | | | | |
| | | 4. Recognizes and responds in a timely manner to signs and symptoms of illness/injury and medical emergencies | | | | | |
| | | 5. Provides a safe and clean environment for the individual based on the skill level and risks | | | | | |
| | | 6. Accurately documents and adequately protects all health management information | | | | | |
| | | 7. Understands and can implement daily health practices to support good health | | | | | |
| | Competency Area P: Average Rating | | | | | | |
| | Competency Area Q: Preventing, Recognizing, and Reporting Abuse | 1. Recognizes concepts related to the prevention of abuse | | | | | |
| | | 2. Is able to prevent abuse | | | | | |
| | | 3. Correctly follows procedures for mandated reporting and responding | | | | | |
| | Competency Area Q: Average Rating | | | | | | |
| | | | Goal 4: Average Rating | | | | |

Supervisor Summary

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|---|--|--|--|--|--|--|
| Goal 5: Supporting Safety | Competency Area R: Supporting crisis prevention, intervention and resolution | 1. Demonstrates skill in applying the principles and practices of the OPWDD PROMOTE competencies and individual-specific Behavior Support Plan, if applicable | | | | |
| | | 2. Demonstrates respect for the safety of all others | | | | |
| | | Competency Area R: Average Rating | | | | |
| | Competency Area S: Supporting Safety | 1. Supports the safety of all individuals in everyday situations | | | | |
| | | 2. Follows proper safety procedures in transportation situations | | | | |
| | | Competency Area S: Average Rating | | | | |
| | Competency Area T: Ensuring safety of individuals during environmental emergencies | 1. Can carry out plans for responding to environmental emergencies | | | | |
| | | Competency Area T: Average Rating | | | | |
| Goal 5: Average Rating | | | | | | |
| Goal 6: Having a Home | Competency Area U: Supporting people to live in the home of their choice | 1. Supports the individual by supporting a comfortable home environment | | | | |
| | | 2. Supports daily activities and accesses additional skilled supports as needed | | | | |
| | | Competency Area U: Average Rating | | | | |
| | Goal 6: Average Rating | | | | | |
| | | | | | | |
| Goal 7: Being Active and Productive in Society | Competency Area V: Supporting Active Participation in the Community | 1. Supports Community participation and contribution | | | | |
| | | Competency Area V: Average Rating | | | | |
| | Competency Area W: Supporting Employment, Educational and Career Goal Attainment | 1. Supports the individual by being knowledgeable about the career and employment goals of the individual | | | | |
| | | 2. Supports the individual by being knowledgeable about the educational goals of the individual | | | | |
| | | 3. Develops and supports the individual's skills to help the individual meet the productivity expectations of the workplace | | | | |
| | | Competency Area W: Average Rating | | | | |
| | Goal 7: Average Rating | | | | | |
| | | | | | | |
| Total Score | | | | | | |