Suggested Core Competencies Implementation Checklist

How to Support Staff to Use the

Competencies and Code of Ethics on a Daily Basis

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| **Step** | **Resources** | **Date** |
| 1 Form implementation committee | Cross section of staff  Implementation Checklist |  |
| 2 Orient all staff to Competencies and Code and Ethics | Orientation video – Core Competencies & Code of Ethics documents |  |
| 3 Include Competencies and Code of Ethics in orientation for new staff  Start evaluation process with new staff | Orientation video – Core Competencies & Code of Ethics documents, Initial Evaluation tool |  |
| 4 Train managers on Core Competencies  Introduce RCWT Website -  Workforcetransformation.org | Changing Role of DSPs video – from caregiving to support professionals  RCWT Website |  |
| 5 Train DSPs on Core Competencies | Changing Role of DSPs video – from caregiving to support professionals |  |
| 6 Train managers on how to provide supervision and feedback on competencies | How to Provide Supervision and Feedback Video  Feedback Tool |  |
| 7 Create agency policy on minimum monthly supervisions and yearly feedback for each DSP | Tracking software |  |
| 8 Train managers on how to evaluate using the appropriate 3 tools | Demystifying Evaluation training |  |
| 9 Educate families/individuals on changing role of DSPs and Family/Individual Evaluation Tools | Family video  Family/Individual Evaluation Tools |  |
| 10 Create goals for each staff and program from the evaluation tools | Tracking software  Posters of Core Competencies |  |
| 11 Train all staff on goal 3 Demonstrating Professionalism | Demonstrating Professionalism video  Core Competencies Poster Goal 3 |  |
| 12 Train all staff on goal 7 Being Active and Productive in the Community | Being Active and Productive in Community video  Core Competencies Poster Goal 7 |  |
| 13 Training on Informed Decision Making | Informed Decision Making video |  |
| 14 Train on how to how to integrate all the initiatives on the Crosswalk | Use the crosswalk document |  |
| 15 Annual DSP evaluations | Evaluation tools  Agency tracking systems |  |
| 16 Agency annual self-check on performance | Metrix analysis |  |