Direct Support Professionals Core Competencies

Initial DSP Performance Evaluation

NEW YORK STATE OF OPPORTUNITY. Office for People With Developmental Disabilities

Personal Data Reset Form

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

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 effect 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				

Competency Area D: Facilitating personal growth and development				
Skill 1: Demonstrates the ability to effectively teach skills to people supported				
Comments				
Competency Area E: Facilitation of Services				
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				
Skill 2: Continuously shares observations, insights, and recommendations with the individual and his/her support team				
Comments				

Goal 2: Building and Maintaining Positive Relationships	Meets Standard	Making Progress	Does Not Meet	Not Applicable
Competency Area F: Building and Maintaining Relationships				
Skill 1: Supports individuals to overcome barriers and challenges to establishing and maintaining a network of relationships and valued social roles				
Skill 2: Demonstrates the ability to identify the individual's personal strengths, interests and needed supports for community involvement				
Skill 3: Demonstrates strategies to encourage and build the individual's self-confidence				
Comments				
Competency Area G: Creating Meaningful Communication				
Skill 1: Uses a range of effective communication strategies and skills to establish a collaborative relationship with the person served				
Skill 2: The DSP modifies his/her own communication to ensure understanding and respect				
Skill 3: Develops trust by communicating empathetically				
Skill 4: Recognizes the impact of the possible discrepancies between the individual's chronological age and developmental age when communicating				
Comments				

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 team work 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 effect behavior				
Comments				
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.)*				
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 (Note: This section may not apply in uncertified settings)				
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 (**P**ositive **R**elationships **O**ffer **M**ore **O**pportunities **T**o **E**veryone) competencies and individual-specific Behavior Support Plan, if applicable *(Note: The responsibility of the DSP will vary depending on the needs of the individuals served and the policies of each agency)*				
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				

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

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:

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 effect 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 his/her support team				
		Competency Area E: Average Rating				
		Goal 1: Average Rating	0			

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 his/her 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	0			
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				

	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	0				
Goal 4: Supporting Good Health	**Competency Area O: Promoting positive behavior and supports**	1. Demonstrates team work 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 effect 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 (*Note: This section may not apply in uncertified settings*)					
		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	0				

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	0			
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	0			
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	0			
		Total Score	0			