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## **NADSP EVALUATION** **Competency Areas**

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August 2017

# NADSP EVALUATION – Competency Areas



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## Evaluation Instructions:

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This tool is designed to help direct support professionals (DSP's) and their supervisors identify strengths and areas of improvement in key skills that are vital in ensuring quality care for the people that they support. This evaluation is an opportunity to recognize growth, communicate, provide valuable feedback, and enhance the skills of DSP's.

*It is recommended that this tool be used at least once a year to assess staff development in the competency areas.*

- 1 The tool should be filled out by the DSP. DSP's should note their strengths as well as "what more they can do" to develop their skills and better assist the people that they support.*
- 2 Once the DSP has completed the evaluation, the supervisor should assess the DSP's strengths and improvements needed in each area. They will then use the rating scale provided and add a numeric value to the skill. This will provide a general range of skill mastery for the competency areas.*
- 3 When the evaluation is complete, the supervisor and DSP should meet and review this tool together. Strengths and areas of improvement should be noted and a detailed plan of action should be developed (last page of evaluation).*
- 4 The plan of action should be reviewed and revised on a quarterly basis using the Competency Skill Review Sheet.*

*It is important that the supervisor note and comment on the DSP's strengths and contributions before addressing areas of improvement. Seek DSP's input and recommendations for improvement as this will result in collaboration and development. This tool is not meant to be used as a punitive measure resulting in employee sanctions or termination.*

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Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Rating Scale: 1-3

- ① Practice** (*might use skill occasionally*)  
 **② Proficient** (*uses skill regularly*)  
**③ Advanced** (*uses skill creatively and takes direction from the person being supported*)

Skill	DSP's Assessment	Supervisor's Assessment	Rating
<b>Area 1- Participant Empowerment</b> The direct support professional enhances the ability of the person supported to lead a self- determining life by providing the support and information necessary to build self-esteem and assertiveness; and to make decisions.			
<i>Skills include supporting person to:</i> <ul style="list-style-type: none"> <li>• develop strategies</li> <li>• make informed choices</li> <li>• follow through on responsibilities</li> <li>• take risks</li> <li>• self advocate</li> </ul>			
<b>Area 2- Communication</b> The DSP should be knowledgeable about a range of effective communication strategies and skills necessary to establish a collaborative relationship with the person supported.			
<i>Skills include using communication skills to:</i> <ul style="list-style-type: none"> <li>• Build rapport</li> <li>• Adapt to a range of communication styles</li> <li>• Explain things to ensure person supported understands</li> </ul>			
<b>Area 3- Assessment</b> The DSP should be knowledgeable about formal and informal assessment practices in order to respond to the needs, desires, and interests of the person supported.			
<i>Skills include gathering information:</i> <ul style="list-style-type: none"> <li>• Speak to person supported</li> <li>• Obtain history and review records</li> <li>• learn from and share information with co-workers</li> <li>• Discuss findings and recommendations with person and reevaluate as necessary.</li> </ul>			

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Skill	DSP's Assessment	Supervisor's Assessment	Rating
<p><b>Area 4- Community and Service Networking</b>                      The DSP should be knowledgeable about the formal and informal supports available in his or her community and skilled in assisting the person supported to identify and gain access to such supports.</p>			
<p><i>Skills include DSP helping:</i></p> <ul style="list-style-type: none"> <li>• work with support system</li> <li>• initiate community connections</li> <li>• maintaining professional relationships</li> <li>• research and develop resources and access to community</li> </ul>			
<p><b>Area 5- Facilitation of Services</b>                      The DSP is knowledgeable about a range of participatory planning techniques and is skilled in implementing plans in a collaborative and expeditious manner.</p>			
<p><i>Skills include facilitating:</i></p> <ul style="list-style-type: none"> <li>• a person's plan based on their needs and interests.</li> <li>• the plan to achieve outcomes based on preferences of the person</li> <li>• collaborative relationships with person supported and team members and DSP recognizes his/her personal limitations.</li> </ul>			

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Skill	DSP's Assessment	Supervisor's Assessment	Rating
<p><b>Area 6- Community Living Skills &amp; Supports</b>                      The DSP has the ability to match specific supports and interventions to the unique needs of the person supported and recognizes the importance of friends, family and community relationships.</p>			
<p><b>Skills include DSP assists:</b></p> <ul style="list-style-type: none"> <li>• person supported to meet physical &amp; personal needs:                             <ul style="list-style-type: none"> <li>➤ grooming, activities of daily living, eating, and sexuality by teaching skills and building on strengths.</li> </ul> </li> <li>• person supported with household management:                             <ul style="list-style-type: none"> <li>➤ meals, laundry, cleaning, decorating and transportation needs to maximize independence.</li> </ul> </li> <li>• person supported with securing needed equipment and therapy</li> </ul>			
<p><b>Area 7-Education, Training, &amp; Self Development-</b>                      The DSP should be able to identify areas for self improvement, pursue necessary educational/training resources, and share knowledge with others.</p>			
<p><b>Skills include DSP:</b></p> <ul style="list-style-type: none"> <li>• attending required trainings and continuing professional development</li> <li>• educates person supported, co-workers, and community</li> <li>• maintains ethical behavior on the job</li> <li>• creating a portfolio, working toward a credential, or investing time in learning</li> </ul>			

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Skill	DSP's Assessment	Supervisor's Assessment	Rating
<b>Area 8- Advocacy</b> The DSP should be knowledgeable about the diverse challenges facing persons with disabilities (human and legal rights) and should be able to identify and use effective advocacy strategies to overcome such challenges.			
<b>Skills include DSP:</b> <ul style="list-style-type: none"> <li>and person supported identifying advocacy issues</li> <li>assisting person supported when there are barriers to their needs</li> <li>advocating WITH and not FOR person supported</li> </ul>			
<b>Area 9-Vocational, Educational, &amp; Career Support</b> The DSP should be knowledgeable about the career and education related concerns of the person supported and should be able to mobilize the resources and support necessary to assist the person supported to reach his or her goals			
<b>Skills include DSP:</b> <ul style="list-style-type: none"> <li>helping person supported explore his/her vocational interests and abilities</li> <li>helping others support the person through job finding and retention process</li> </ul>			
<b>Area 10- Crisis Prevention and Intervention</b> The DSP should be knowledgeable about crisis prevention, intervention, and resolution techniques and should match such techniques to particular circumstances and individuals.			
<b>Skills include DSP:</b> <ul style="list-style-type: none"> <li>using proactive strategies to avoid stressors</li> <li>defusing a crisis situation and understanding appropriate interventions</li> <li>monitoring crisis situations, informing supervisors and co-staff, reporting as needed</li> </ul>			

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Skill	DSP's Assessment	Supervisor's Assessment	Rating
<p><b>Area 11- Organizational Participation</b> The DSP is familiar with the mission and practices of the support organization and participates in the life of the organization.</p>			
<p><i>Skills include DSP:</i></p> <ul style="list-style-type: none"> <li>• being sensitive to diversity- culture, religion, race, disability and gender issues</li> <li>• works well with co-workers</li> <li>• seeks guidance and supervision</li> <li>• informs others of any changes or information necessary to support the person.</li> </ul>			
<p><b>Area 12- Documentation</b> The DSP is aware of the requirements for documentation in his or her organization and is able to manage these requirements efficiently.</p>			
<p><i>Skills include DSP:</i></p> <ul style="list-style-type: none"> <li>• maintaining accurate and meaningful records</li> <li>• maintaining confidentiality</li> </ul>			
<p><b>Area 13-Building and Maintaining Friendships and Relationships</b> The DSP will support the person in the development of friendships and other relationships.</p>			
<p><i>Skills include DSP:</i></p> <ul style="list-style-type: none"> <li>• helping person supported plan for and attend community events</li> <li>• assists person supported in creating friendships</li> <li>• assists person supported in family connection (phone, emails, visits, etc)</li> <li>• assists person supported in interacting with neighbors</li> <li>• assists person supported in dating</li> </ul>			

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Skill	DSP's Assessment	Supervisor's Assessment	Rating
<b>Area 14- Provide Person Centered Supports</b>			
<p><b>Skills include DSP:</b></p> <ul style="list-style-type: none"> <li>• providing supports that are specific to the persons needs and desires</li> <li>• understanding person centered techniques</li> <li>• assists person supported in developing person centered plans</li> <li>• facilitating personal growth and development</li> </ul>			
<b>Area 15- Supporting Health and Wellness</b>			
Promotes the health and wellness of the person that receives supports			
<p><b>Skills include DSP:</b></p> <ul style="list-style-type: none"> <li>• administrating medications properly</li> <li>• promoting healthy living</li> <li>• preventing illness and accidents</li> <li>• responds appropriately to emergencies</li> <li>• assists person supported in scheduling and following through on health appointments</li> <li>• assists person supported in taking an active role in their health care decisions</li> <li>• promotes safety of person supported</li> </ul>			

Please review total score and use the boxes for comments by both DSP and Supervisor



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Employee Hire Date : \_\_\_\_\_

- *Evaluation to be completed in month of DSP's yearly anniversary*

DSP strengths:	Areas for improvement:

Plan of Action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DSP's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_