



Annual DSP Performance Evaluation

**Personal Data**

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	Exceeds	Meets	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				
Skill 3: Encourages and supports problem solving				
Skill 4: Is informed about formal and informal assessment, and can conduct informal assessments in a variety of settings to gain information about the individual and their response to the environment				
Skill 5: Supports the self-direction of services				
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: Performs advocate responsibilities while demonstrating respect for the processes and people involved				
Skill 4: Describes and supports individuals' rights and responsibilities				

Skill 5: Identifies when an individual's rights may have been breached and takes action to prevent, stop and report the possible breach				
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Comments	
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Competency Area D: Facilitating personal growth and development

Skill 1: Demonstrates the ability to effectively teach skills to people supported				
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Skill 2: Recognizes the individual's need for teaching, and preferred learning style, and can perform individualized teaching based on this information				
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Skill 3: Assess the effectiveness of teaching provided and makes adaptations as needed				
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Comments	
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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				
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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

Exceeds	Meets	Does Not Meet	Not Applicable
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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				
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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

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		Exceeds	Meets	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	Exceeds	Meets	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		Exceeds	Meets	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					
		Exceeds	Meets	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					
		Exceeds	Meets	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	
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Total Skill Rating	Exceeds	Meets	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:

Supervisor Summary

Goal	Competency Area	Skill	Exceeds	Meets	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				
		3. Encourages and supports problem solving				
		4. Is informed about formal and informal assessment, and can conduct informal assessments in a variety of settings to gain information about the individual and their response to the environment.				
		5. Practices self-direction of services				
		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. Performs advocate responsibilities while demonstrating respect for the processes and people involved.				
		4. Describes and supports individuals' rights and responsibilities				
		5. Identifies when an individual's rights may have been breached and takes action to prevent, stop and report the possible breach				
		Competency Area C: Average Rating				
	Competency Area D: Facilitating personal growth and development	1. Demonstrates the ability to effectively teach skills to people supported				
		2. Recognizes the individual's need for teaching, and preferred learning style, and can perform individualized teaching based on this information				
		3. Assesses the effectiveness of formal and informal teaching provided and makes adaptations where needed				
		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

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

	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

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							