Qualified Intellectual Disabilities Professional (QIDP) Orientation Training
Core Competency Area Checklist

_____
Agency Name

_____
Name of QIDP

_____
Name of Evaluator

_____
Training Begin Date

_____
Training End Date

Note:

This entire checklist should be filed in the QIDP's personnel/training file or other location readily accessible for Department review.

Qualified Intellectual Disabilities Professional (QIDP) Orientation Training
Core Competency Area Checklist

Directions: Check off the competencies the QIDP has demonstrated or skill gaps you have identified through your observations and interactions. Use the "Notes" column for your comments.

Module 1 - An Introduction to the World of the QIDP			
Skill Gap Identified	**Competency Demonstrated**	**QIDP Competencies**	**Notes**
Date: _____ Instructor & Trainee Initials: _____ / _____		**Informational Competencies** **The QIDP demonstrates knowledge of:**	
		1. range of appropriate interventions.	
		2. causes of developmental disabilities.	
		3. mission of their organization. (It is assumed that QIDP's will participate in agency sponsored pre-service training programs that acquaint them with agency specific rules and regulations.)	
		4. values/principles held important by the developmental disabilities support system. * active treatment * advocacy * choice/preference * communication/active listening * confidentiality * documentation * involvement/participation * normalization * outcomes for people * people first language * quality enhancement * respect/dignity * rights/responsibilities * self-advocacy/empowerment * customer satisfaction * appreciation for diversity, etc.	
Date: _____ Instructor & Trainee Initials: _____ / _____		**Interventional Competencies** **The QIDP:**	
		1. models each of the values/principles.	
		2. challenges myths, misunderstandings and prejudices related to developmental disabilities.	
		3. educates and informs family, staff and others.	
		4. recognizes and intervenes where values/principles or rights are violated.	

Module 2 - Leadership and Communication

Skill Gap Identified	Competency Demonstrated	QIDP Competencies	Notes
Date: _____ Instructor & Trainee Initials: _____ / ____		**Informational Competencies** **The QIDP demonstrates knowledge of:**	
		1. the role of the QIDP.	
		2. role of interdisciplinary team (IDT) members.	
		3. principles of effective leadership.	
		4. role/processes of group dynamics.	
Date: _____ Instructor & Trainee Initials: _____ / ____		**Interventional Competencies** **The QIDP:**	
		1. communicates effectively (both receptively and expressively) by: * engaging in active listening. * conveying intended message. * summarizing/paraphrasing information. * considering the audience. * using people first language.	
		2. effectively and efficiently conducts a meeting by: * fostering client involvement (e.g., encouraging/training individual to chair IDT meetings). * facilitating the planning process. * developing an appropriate agenda. * focusing the group's attention on problem solving. * producing meeting outcomes. * anticipating, intervening and mediating conflicts. * organizing and distributing assignments.	

Module 3 - Assessing and Enhancing Quality Outcomes

Skill Gap Identified	Competency Demonstrated	QIDP Competencies	Notes
Date: _____ Instructor & Trainee Initials: _____ / _____		**Informational Competencies** **The QIDP demonstrates knowledge of:**	
		1. that the definition of quality is based on an individual's perception.	
		2. that achieving quality for the individual may require changing the organizational processes and structures.	
		3. of what the roles of direct support staff are in providing opportunities for learning.	
		4. of how our values shape our supports and interventions.	
Date: _____ Instructor & Trainee Initials: _____ / _____		**Interventional Competencies** **The QIDP:**	
		1. trains staff to provide opportunities for choice/preferences that can lead to an individual's definition of quality.	
		2. trains staff to provide supports to achieve outcomes.	
		3. assesses an individual's definition of quality.	
		4. translates an individual's definition of quality into desired outcomes.	
		5. designs supports and mechanisms for achieving outcomes.	
		6. designs roles of support staff regarding the individual's achievement of quality outcomes.	

Module 4 - The Planning Loop

Skill Gap Identified	Competency Demonstrated	QIDP Competencies	Notes
Date: _____ Instructor & Trainee Initials: _____ / _____		**Informational Competencies** **The QIDP demonstrates knowledge of:**	
		1. what active treatment is.	
		2. what assessment tools are available.	
		3. principles of active listening.	
		4. Individual Habilitation Plan (IHP). This is also known as Individual Program Plan (IPP), Individual Treatment Plan (ITP), and Individual Service Plan (ISP). In schools, it is known as the Individual Educational Plan (IEP).	
		5. IHP review process.	
		6. role of staff training/supervision.	
		7. principles of reassessment.	
Date: _____ Instructor & Trainee Initials: _____ / _____		**Interventional Competencies** **The QIDP:**	
		1. models best practice values and principles.	
		2. educates and informs family, staff, and others.	
		3. leads and directs meetings.	
		4. provides opportunities for choice.	
		5. protects individual's rights.	
		6. develops outcome oriented plans.	
		7. completes/assures assessment and reassessment.	
		8. effectively reviews/monitors individual progress and process.	
		9. teaches an individual to be a self-advocate and to assume a leadership role in achieving his/her quality outcomes.	

Module 5 - Record Keeping			
Skill Gap Identified	**Competency Demonstrated**	**QIDP Competencies**	**Notes**
Date: _____ Instructor & Trainee Initials: ____ / _____		**Informational Competencies** **The QIDP demonstrates knowledge of:**	
		1. the importance/rational for record keeping.	
		2. the types of record keeping required (progress notes, data collection skill training, behavior intervention, and summary of progress).	
		3. which forms they are responsible for completing (individual and master files).	
		4. what records must be filed or reviewed.	
		5. what records can be purged and when.	
		6. where group books/data books are kept.	
Date: _____ Instructor & Trainee Initials: ____ / _____		**Interventional Competencies** **The QIDP:**	
		1. accurately completes all required/necessary records.	
		2. recognizes inaccurate record keeping or data collection.	
		3. files records in the appropriate places.	

Module 6 - Community Relationships and Resources

Skill Gap Identified	Competency Demonstrated	QIDP Competencies	Notes
Date: _____ Instructor & Trainee Initials: _____ / _____		**Informational Competencies** **The QIDP demonstrates knowledge of:**	
		1. roles pertaining to the financial matters of an individual, e.g., * available resources (DPA, SSI, Employment Services, etc.). * estate planning (burial trust). * insurance benefits. * budgeting principles.	
		2. role as a liaison pertaining to * community support resources and services * the transition planning process (residential, work, activities, etc.).	
		3. role and need for technical assistance.	
		4. role related to legal matters, e.g., * guardianship process. * types of guardianship. * power of attorney. * grievance and rights violation procedures. * agency policies on legal/criminal matters.	
		5. role in crisis intervention, including: * agency emergency procedures. * network crisis intervention teams.	
Date: _____ Instructor & Trainee Initials: _____ / _____		**Interventional Competencies** **The QIDP:**	
		1. assesses resources.	
		2. fills out relevant forms.	
		3. set up accounts.	
		4. coordinates services.	
		5. develops networks.	
		6. accesses network based on individual choices, preferences and abilities.	

Module 6 - Community Relationships and Resources (continued)			
Skill Gap Identified	**Competency Demonstrated**	**QIDP Competencies**	
Date: _____ Instructor & Trainee Initials: _____ / _____		**Interventional Competencies** **The QIDP:**	**Notes**
		7. educates community on special needs.	
		8. defines different types of guardianship.	
		9. ensures rights of clients.	
		10. accesses legal assistance for individual.	
		11. accesses regional crises teams.	
		12. accesses county, city, & state emergency services.	

Module 7 - Environmental Health & Safety

Skill Gap Identified	Competency Demonstrated	QIDP Competencies	Notes
Date: _____ Instructor & Trainee Initials: _____ / _____		**Informational Competencies** **The QIDP demonstrates knowledge of:**	
		1. What characterizes a quality home.	
		2. what their responsibilities are in assuring individuals with developmental disabilities have quality homes.	
		3. relationship between functional levels & potential hazards.	
		4. what the maximum water temperature should be.	
Date: _____ Instructor & Trainee Initials: _____ / _____		**Interventional Competencies** **The QIDP:**	
		1. recognizes fire hazards.	
		2. recognizes physical hazards.	
		3. recognizes chemical hazards.	
		4. recognizes electrical hazards.	
		5. recognizes food service sanitation hazards.	
		6. recognizes pest control hazards.	
		7. recognizes water supply & sewage disposal hazards.	
		8. makes a visual check.	
		9. takes appropriate steps to intervene if they observe environmental health and safety problems.	

Module 8 - Medical Issues

Skill Gap Identified	Competency Demonstrated	QIDP Competencies	Notes
Date: _____ Instructor & Trainee Initials: _____ / _____		**Informational Competencies** **The QIDP demonstrates knowledge of:**	
		1. the location of medical references (Taber, PDR, Merck, etc.)	
		2. basic information related to medications (types, side effects, dosage, drug interaction, schedules, etc.)	
		3. the value, components, and process for conducting a basic physical assessment (temperature, pulse, respiration, blood pressure, height, weight, etc.).	
		4. the purpose of assistive devices and prosthesis.	
		5. the role of communicative and behavioral issues in determining the need for medical care.	
		6. the rules and regulations associated with health and safety (including local requirements).	
		7. emergency procedures.	
		8. principles of infection control (including universal precautions and food sanitation).	
		9. fundamentals of diet and nutrition.	
Date: _____ Instructor & Trainee Initials: _____ / _____		**Interventional Competencies** **The QIDP:**	
		1. locates and utilizes medical resources.	
		2. recognizes medication side effects (including tardive dyskinesia).	
		3. arranges for TD screening.	
		4. makes medical referrals.	

Module 8 - Medical Issues (continued)			
Skill Gap Identified	**Competency Demonstrated**	**QIDP Competencies**	**Notes**
Date: _____ Instructor & Trainee Initials: _____ / _____		**Interventional Competencies** **The QIDP:**	
		5. identifies need for additional information & clarification.	
		6. trains staff in health and safety requirements and emergency procedures specific to an individual if required as a part of job duties and responsibilities.	
		7. conducts basic health & safety inspections.	
		8. takes corrective measures.	
		9. differentiates between medical needs & behavioral needs.	
		10. demonstrates universal precautions.	
		11. recognizes dietary needs.	

Module 9 - Applying Rules & Regulations

Skill Gap Identified	Competency Demonstrated	QIDP Competencies	Notes
Date: _____ Instructor & Trainee Initials: ____ / _____		**Informational Competencies** **The QIDP demonstrates knowledge of:**	
		1. center/agency policy & procedure directives.	
		2. guardianship issues.	
		3. rights of individuals.	
		4. bargaining units (if applicable).	
		5. Accreditation Council.	
		6. Accreditation Commission on Rehabilitation (CARF).	
		7. Joint Commission on Health Care Accreditation (JCAHO).	
		8. Centers for Medicare and Medicaid Services (CMS). formerly HCFA).	
		9. Occupational Safety & Health Administration (OSHA).	
		10. Illinois Department of Labor (IDOL).	
		11. Office of Rehabilitation Services (ORS).	
		12. Division of Developmental Disabilities.	
		13. Role of Illinois Department of Public Aid (IDPA) & Illinois Department of Public Health (IDPH) as they apply to your agency.	
		14. Local county or city public health departments.	
		15. Individuals with Disabilities Education Act.	

Module 9 - Applying Rules & Regulations (continued)			
Skill Gap Identified	**Competency Demonstrated**	**QIDP Competencies**	**Notes**
Date: _____ Instructor & Trainee Initials: _____ / _____		**Informational Competencies** **The QIDP demonstrates knowledge of:**	
		16. Americans with Disabilities Act (ADA).	
		17. Motor Voter Registration Act.	
		18. Health Insurance Portability & Accountability Act (HIPAA).	
		19. Illinois Department of Public Health Nursing Act.	
		20. Mental Health & Developmental Disabilities Code.	
		21. Mental Health & Developmental Disabilities Confidentiality Act.	
		22. Medicaid Waiver manual.	
		23. Respite Rule.	
		24. abuse & neglect reporting regulations (OIG Rule 50 or Abused & Neglected Long Term Care Facility Residents Reporting Act).	
		25. Rule 115 (CILA).	
		26. Rule 116 (Medication Administration).	
		27. Rule 119 (Developmental Training Programs).	

Module 9 - Applying Rules & Regulations (continued)			
Skill Gap Identified	**Competency Demonstrated**	**QIDP Competencies**	**Notes**
Date: _____ Instructor & Trainee Initials: _____ / _____		**Interventional Competencies** **The QIDP:**	
		1. accurately completes forms.	
		2. accurately reports facts.	
		3. accesses resources (rules & regulations).	
		4. educates and informs families.	
		5. ensures compliance with applicable rules & regulations.	