



State of Illinois
 Department of Human Services Division of Developmental Disabilities
DIRECT SUPPORT PERSON (DSP) TRAINING PROGRAM
INTERVENTIONAL COMPETENCIES EVALUATION FORM

*For Agencies Seeking Approval of OJTs/CBTAs
 On-the-Job Training/Competency Based
 Training Assessments*

Agencies that modify DHS approved OJT/CBTAs or agencies that develop their own OJT/CBTA's are required to complete this form.

Please check one:

- The Agency is modifying one or more of the DHS approved OJT/CBTA's to meet the 80-hour OJT/CBTA training requirement.
 The Agency is using its agency-developed OJT/CBTAs to meet the entire 80-hour OJT/CBTA training requirement.

Directions:

1. The following table includes the listing of interventional competencies required for Direct Support Person Training.
2. Find the OJT/CBTA where each competency is addressed in your on-the-job training materials.
3. List that OJT/CBTA number in the column to the right of the competency.
4. Return this completed form and all **agency developed** or **DHS modified** OJT/CBTAs to the Division of Developmental Disabilities:

Illinois Department of Human Services
 Division of Developmental Disabilities
 Bureau of Quality Management
 600 East Ash Street, Building 400, Mail Stop 2 North
 Springfield, IL 62703
 Fax: (217) 782-9444
 Email address: DHS.BQM@illinois.gov

Please Complete Agency Contact Information

	Form Prepared By
_____	_____
Agency Name	Fax Number
_____	_____
Telephone Number	E-mail

I certify that this agency will comply fully with the OJT/CBTA program it proposes.

Executive Director's (Printed Name and Signature): _____ Date _____

DHS Office Use Only		
_____	_____	_____
DHS Evaluator	Telephone Number	Fax Number
_____	_____	_____
Date of Initial Evaluation	Date of Second Evaluation	Date Approved



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Introduction to Developmental Disabilities The DSP:	OJT/CBTA Number(s)	IDHS USE	
		Accepted	Information Requested
1. creates opportunities for the individual to speak on his/her own behalf in a variety of situations.			
2. provides information needed to complete assessments that are relevant to the individual's goals, interests and preferences and that are consistent with relevant professional practice.			
3. names and defines life skill areas and demonstrates observable skills and tasks.			
4. defines developmental disabilities and lists associated characteristics.			
5. follows established directions and procedures.			
6. demonstrates understanding of informational releases.			
7. uses people first language.			

Human Rights The DSP:	OJT/CBTA Number(s)	IDHS USE	
		Accepted	Information Requested
1. contributes to the normalized living environment.			
2. utilizes person-centered language and concepts.			
3. communicates effectively in verbal and written form.			
4. demonstrates cultural competency in the planning process.			
5. intervenes or identifies advocacy issues.			
6. obtains information from the individual.			
7. demonstrates an ability to build rapport.			
8. offers opportunities for choice.			
9. recognizes human rights violations.			
10. identifies available community resources.			
11. recognizes human rights violations.			
12. follows established directions and procedures.			
13. assists in individual self-advocacy efforts.			
14. protects rights, privacy and confidentiality.			
15. respects personal property.			



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Abuse and Neglect, Prevention, Recognition and Intervention The DSP:	OJT/CBTA Number(s)	IDHS USE	
		Accepted	Information Requested
1. participates in producing a healthy, engaging environment.			
2. recognizes the forms of abuse, neglect and financial exploitation.			
3. follows rules/procedures for preventing, identifying and reporting abuse, neglect and financial exploitation.			
4. develops strategies for preventing abuse, neglect and financial exploitation.			
5. contributes to creating a supportive environment.			

Human Interaction and Communication The DSP:	OJT/CBTA Number(s)	IDHS USE	
		Accepted	Information Requested
1. is respectful.			
2. actively engages in a non-directive manner with individuals.			
3. recognizes speech deficiencies.			
4. demonstrates various communication modes and styles.			
5. demonstrates effective use of Assistive technology.			
6. demonstrates active listening skills.			
7. recognizes and demonstrates appropriate modes of communication with the individual.			
8. implements communication programs.			
9. documents results of communication programs.			
10. initiates the process for revising the communication program as needed.			
11. establishes rapport.			
12. supports choices.			
13. demonstrates appropriate transfer of information from staff to staff.			
14. recognizes and provides support during times of grief.			



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Service Plan Development and Implementation The DSP:	OJT/CBTA Number(s)	IDHS USE	
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1. actively participates in the development of an individual's service plan.			
2. involves the individual in identifying and choosing activities and supports and addresses potential barriers/problems.			
3. schedules events and needed supports as requested.			
4. monitors successes in achieving outcomes.			
5. serves as a professional and active member of the IDT/ community support team.			
6. listens to the individual.			
7. respects the appropriate boundaries of the relationship.			
8. communicates effectively with the individual and the IDT/ community support team.			
9. reviews and completes assessments.			
10. initiates the process for revising the communication program as needed.			
11. encourages and develops individual's leisure interests.			
12. assists the individual in obtaining employment - completes job applications and prepares the person for job interviews.			
13. completes documentation as required and uses correction procedure for addressing errors.			
14. demonstrates the ability to teach.			
15. demonstrates the ability to communicate effectively with individuals and staff - orally and in writing.			
16. demonstrates organizational and environmental management skills.			
17. assists with the admission, transfer and discharge of individuals as directed.			
18. implements the habilitation plan.			
19. participates as directed in social habilitation (ADL's, therapeutic & leisure time activities, education, community living adjustment, behavior development, management and self-control.)			
20. gathers and documents information in an accurate, objective and unobtrusive manner.			
21. documents and communicates identified strengths, abilities, desires, concerns and needs of the individual.			
22. utilizes age appropriate strategies.			



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Basic Health and Safety The DSP:	OJT/CBTA Number(s)	IDHS USE	
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1. implements seizure protocols.			
2. recognizes red flags that would be indicators of medical conditions.			
3. notifies appropriate person(s) about emergency health and safety concerns.			
4. accurately determines and records the individual's vital signs.			
5. follows universal precautions and infection control procedures.			
6. demonstrates basic health observation skills.			
7. demonstrates proper transfer techniques.			
8. demonstrates environmental safety skills.			
9. assists with personal hygiene.			
10. demonstrates personal care and hygiene skills and techniques.			
11. helps individuals understand their bodily functions.			
12. utilizes proper body mechanics and proper positioning techniques.			
13. implements disaster procedures and assists individuals as needed.			
14. utilizes basic food safety and sanitation techniques.			
15. demonstrates basic nutrition skills.			
16. identifies and responds appropriately to safety hazards.			
17. demonstrates techniques required to support ADL.			
18. operates transportation/mobility adaptive equipment in a safe and appropriate manner.			