

Alaskan Core Competencies *Logbook*

Supervisor Logbook

Employee Logbook

Performance Period

From _____ To _____

Agency _____

Employee _____ Job Title _____

Supervisor _____



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Instructions

The *Alaskan Core Competencies* contain the basic skills that direct care workers should have in order to provide health and social services. This Logbook is designed to help the supervisor and the worker identify both the strengths and the learning needs of the worker. It is a place in which examples of the worker demonstrating a skill or demonstrating the need to improve a skill can be recorded. These examples can be placed in the *Logbook* over a long period, such as the time between yearly performance reviews.

- ▶ Both the **supervisor and worker** should receive separate copies of this *Logbook*.
- ▶ The **supervisor** should record behavioral examples of the worker performing at satisfactory, unsatisfactory, or excellent levels. The observations can be used by the supervisor to: help the worker better understand what the supervisor expects; create a *Skill Building Plan*; provide the worker with feedback and coaching; and complete periodic performance reviews. This *Logbook* is a companion document to the competency-based *Performance Review* form and, if used regularly, will generate the information needed to complete that form. At the conclusion of the performance period, the supervisor can either select behavioral examples from the *Logbook* and place them into the

Performance Review form or attach the completed *Logbook* to the *Performance Review*.

- ▶ The **worker** should also record examples of situations in which his or her skills were strong and examples of skills that need to be improved. The worker can use the *Logbook* as a guide to: better understanding the skills and behaviors that are expected; identifying personal strengths and learning needs; and seeking supervision and training that will help improve skills.
- ▶ Every so often, the **supervisor and worker** should share their observations and examples with each other; especially when a unique strength or learning need is first noticed.

There are 42 individual competencies, organized into 10 competency categories. A *Quick Reference Guide* on the next page lists the competencies and the page numbers on which the categories can be found. The subsequent pages contain the competencies in the left column, along with behavioral descriptors of three levels of performance. There is space in the right column for your examples of strengths and learning needs. The descriptors are listed as prompts or reminders of the behaviors that make up a competency, but there is no need to write observations about each descriptor.

Quick Reference Guide

	Page		Page
Competency Category 1: Working with Others	3	Competency Category 5: Linking to Resources	13
<ul style="list-style-type: none"> A. Listens effectively B. Communicates effectively C. Builds positive relationships D. Collaborates E. Maintains appropriate boundaries 		<ul style="list-style-type: none"> A. Identifies recommended resources B. Supports individual and family decision-making in selecting resources C. Connects individuals and families to community resources 	
Competency Category 2: Assessing Strengths and Needs	5	Competency Category 6: Advocating	15
<ul style="list-style-type: none"> A. Gathers and summarizes information B. Assists in identifying personal values, goals, and priorities C. Identifies strengths and resources D. Identifies problems, deficits, and stressors E. Detects warning signs F. Communicates results clearly G. Reassesses routinely 		<ul style="list-style-type: none"> A. Advocates on behalf of the individual and family B. Supports self-advocacy 	
Competency Category 3: Planning Services	8	Competency Category 7: Individualizing Care	16
<ul style="list-style-type: none"> A. Identifies recommended goals and services B. Supports individual and family member decision-making in developing a plan of care C. Assists individuals in developing personal plans 		<ul style="list-style-type: none"> A. Assesses the influence of key individual, family, and community characteristics B. Tailors services to unique individual, family, and community characteristics C. Modifies plans and services based on individual and family experience 	
Competency Category 4: Providing Services	9	Competency Category 8: Documenting	17
<ul style="list-style-type: none"> A. Implements and coordinates the plan of care B. Conducts outreach and engagement C. Maintains safety D. Creates a therapeutic learning environment E. Provides emotional support F. Provides physical support G. Teaches and trains H. Supports problem solving and conflict resolution I. Prevents and intervenes in crises J. Organizes and conducts group activities K. Promotes health and wellness 		<ul style="list-style-type: none"> A. Completes required documentation B. Balances privacy with documentation requirements 	
		Competency Category 9: Behaving Professionally and Ethically	18
		<ul style="list-style-type: none"> A. Fulfills responsibilities and commitments B. Complies with laws, regulations, policies, and ethical codes C. Seeks supervision and consultation D. Manages stress and maintains personal health 	
		Competency Category 10: Developing Professionally	20
		<ul style="list-style-type: none"> A. Seeks opportunities to improve knowledge, skills, and abilities B. Uses performance evaluations and feedback to improve performance 	

Competency Categories

Competency Category 1: Working with Others

A. Listens effectively

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Uses verbal or non-verbal responses to indicate that he or she is paying attention	Attends to verbal and non-verbal communications from others (individuals, families, co-workers, and other service providers)	Ignores communications from others; walks away as others are talking
2	Paraphrases what has been heard to ensure that he or she understands correctly	Asks questions to clarify communications or requests	Asks no questions; ends the interaction quickly or abruptly
3	Pauses from other activities or sits down to give full attention	Shows interest or concern about others through facial expressions or tone of voice	Dismisses communications and requests

B. Communicates effectively

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Seeks additional information about communication abilities and preferences (from family, caregivers, records, or formal assessments)	Through interaction, determines an individual's ability to communicate and their preferred method of communication	Uses his or her own preferred methods for communicating without considering the abilities and preferences of others
2	Adapts communications to the person and situation	Uses multiple communication methods (e.g., verbal and non-verbal)	Uses only verbal methods of communicating
3	Communicates with individuals whom others have a difficult time relating to	Communicates clearly and slowly enough to be understood	Mumbles or communicates too fast or softly to be understood
4	Asks an individual to repeat a communication to ensure that they fully understand	Checks whether an individual understands, if they look puzzled or confused	Communicates without any effort to make sure that the individual understands
5	Remembers and refers to individuals by their preferred name	Uses "person first" language (e.g. "an individual with a disability")	Refers to people by their disability or diagnosis
6	Stays current with new technical terms and changes in usage of terms	Uses technical language correctly	Uses technical terms incorrectly or not at all
7	Develops a basic ability to communicate in a second language including sign language	Provides language and sign language interpreters or "assistive" communication technology if needed	Ignores unique communication needs

Examples of how the worker has demonstrated a strength or learning need in this area

Competency Category 1: Working with Others (continued)

C. Builds positive relationships

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Warmly greets and expresses interest in other individuals	Shows respect for others (individuals, families, co-workers, and other service providers) through words and actions	Uses critical, judgmental, demeaning, or insulting language or gestures
2	Recognizes and shows respect for the unique characteristics of diverse groups and individuals; demonstrates an ease with "differences"	Identifies and refrains from expressing personal biases	Openly expresses dislike of certain types of people and behaviors; uses ethnic slurs
3	Rallies others to support individuals in need	Provides support and encouragement to others	Creates conflict and ignores pleas for help
4	Calms others who are upset by the behavior of an individual	Monitors and manages personal reactions to the behavior of other individuals	Responds negatively and emotionally to the behavior of others

D. Collaborates

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Takes the initiative in organizing meetings to accomplish a group task or resolve an issue	Works with others to complete tasks and solve problems (individuals, families, co-workers, and other service providers)	Works alone or leaves others to complete tasks and solve problems
2	Leads a service team or team-building activities	Participates actively as a member of a service team	Refuses to participate in or frequently misses team meetings
3	Supports individuals and families in directing their own care	Creates a partnership with individuals and families receiving services and shares decision-making with them	Makes decisions without participation or agreement of individuals and families
4	Frequently provides information and occasionally meets with family members, engaging them actively in many aspects of care	Communicates with family members occasionally (with client consent)	Excludes or ignores family members
5	Meets in a location most convenient to others	Schedules meetings and appointments at times convenient to others	Schedules meetings and appointments without considering others
6	Actively seeks and appropriately uses feedback from others	Accepts constructive feedback from others	Rejects feedback from others
7	Leads by example, through positive behaviors	Gives constructive feedback to others	Criticizes others harshly

Examples of how the worker has demonstrated a strength or learning need in this area

Competency Category 1: Working with Others (continued)

E. Maintains appropriate boundaries

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Uses personal touch occasionally and appropriately to reassure an individual	Maintains a reasonable physical distance, showing respect for the personal space of others	Touches individuals inappropriately
2	Shares sensitive personal information occasionally and appropriately in an effort to educate or provide encouragement and hope to others	Shares some personal information with others in an effort to build a working relationship with them	Refuses to provide any personal or professional information to individuals or families or overwhelms others with personal information
3	Discourages questionable sexual humor and bantering in the workplace	Reports inappropriate sexual behavior; discusses sexual issues only as they relate to health or functioning	Harasses individuals sexually through comments or gestures; has sex with clients or family members; uses relationships for personal gain
4	Uses strategies to manage potential conflicts when a "dual" relationship is unavoidable	Avoids "dual" relationships such as providing services to family members	Engages in "dual" relationships without any effort to manage the potential conflicts that this creates

Examples of how the worker has demonstrated a strength or learning need in this area

Competency Category 2: Assessing Strengths and Needs

A. Gathers and summarizes information

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Seeks new or updated information; encourages individuals and families to share their "personal stories"	Uses multiple sources of information (e.g., self and family report, records, unobtrusive observation, testing)	Ignores available information; relies mainly on one or two sources of information, such as self-report or records
2	Attempts to understand and resolve discrepancies	Identifies discrepancies or differences between sources of information	Ignores and does not report discrepancies
3	Creates a comprehensive written assessment or "formulation" based on all available information	Summarizes the information collected verbally or in writing	Places information in client file or record, without creating any type of summary

Competency Category 2: Assessing Strengths and Needs (continued)

B. Assists in identifying personal values, goals, and priorities

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Helps individuals and families to clarify their personal values	Asks individuals and families to describe personal values	Applies his or her own personal values to the lives of individuals and families
2	Uses goal setting exercises with individuals and families; identifies hopes and dreams	Asks individuals and families to identify short and long-term goals and priorities	Ignores the goals and priorities of individuals and families; Imposes own personal or professional goals

C. Identifies strengths and resources

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Assists individuals and families in identifying personal strengths they were unaware of	Asks individuals and families to describe personal strengths and interests	Focuses exclusively on problems or needs
2	Assesses an individual's level or stage of motivation using commonly accepted categories	Discusses with individuals their readiness or motivation to receive services or to change	Makes snap judgments about others level of motivation without discussion
3	Seeks information to understand the nature of family and social relationships	Identifies family members and friends who are considered supportive	Focuses only on the individual
4	Seeks to understand the meaning of vocational, community, and spiritual activities to the individual	Identifies vocational, community, and spiritual activities and supports	Focuses only on the individual

D. Identifies problems, deficits, and stressors

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Identifies potential causes or precipitants of immediate problems	Identifies immediate, pressing, or "presenting" problems and needs (related to symptoms, behaviors, functioning, development, etc.)	Focuses on more stable problems and misses the reason that the individual seeks assistance at this time
2	Gathers information on changes in health and functioning over time	Identifies longer-term or more stable problems	Focuses on an immediate problem or crisis and misses more longer-term or more stable problems
3	Performs formal functional assessments	Identifies functional abilities and limitations	Focuses on symptoms or problems and ignores functional abilities

Examples of how the worker has demonstrated a strength or learning need in this area

Competency Category 2: Assessing Strengths and Needs (continued)

D. Identifies problems, deficits, and stressors (continued)

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
4	Explores the potential relationship of physical health to the presenting problems	Identifies health status and medical problems	Ignores or dismisses physical health issues
5	Explores the potential relationship of stressors to the presenting problems	Identifies stressors including: family, friends, financial, work, school, housing, environment, etc.	Focuses on presenting problems without considering the impact of stressors
6	Identifies other individuals that "enable" or make a clients problems worse	Identifies those things that tend to make problems get worse	Blames individual for his or her problems

E. Detects warning signs

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Uses standardized questions or techniques to assess for substance use/abuse	Identifies signs of substance use/abuse (alcohol, illicit drugs, and prescription medications)	Encourages substance use as a means of coping
2	Educates individuals, family, community members, and co-workers about subtle signs of potential abuse	Identifies signs of abuse (self-abuse, neglect, physical, psychological, exploitation, and misuse of physical and chemical restraints)	Chooses not to report suspected abuse for fear of angering family members or co-workers
3	Assists individual and family members in identifying early warning signs	Identifies signs of worsening health or functioning, including suicidal thoughts and behavior	Dismisses health concerns as irrelevant to his/her responsibilities
4	Teaches clients about potential side effects and drug interactions	Identifies medication side effects and brings them to the attention of the prescriber	Tells individuals that side effects are unavoidable; does not bring to the attention of the prescriber

F. Communicates results clearly

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Meets with individual and family members in person to present and discuss the findings; invites them to correct or challenge information or conclusions	Conveys assessment findings to individual and family members	Shares assessment results only with other staff members
2	Follows-up at a later time to check whether the information provided was understood and what impact it has had	Asks individual and family members to share their reaction to the information received	Shows disinterest in the impact of the information on the individual or family

Examples of how the worker has demonstrated a strength or learning need in this area

Competency Category 2: Assessing Strengths and Needs (continued)

G. Reassesses routinely

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Periodically conducts a complete and thorough review of: goals and priorities; strengths and resources; and problems, deficits, and stressors	Periodically reviews: goals and priorities; strengths and resources; problems, deficits, and stressors	Treats the initial assessment as the permanent assessment
2	Periodically creates a new, comprehensive written assessment	Updates assessment findings and summaries	Puts a new date on an old assessment
3	Schedules a meeting with individual and family to review and discuss updated assessment	Shares significant changes with individuals and family members	Files the findings without discussing with individual and family members

Examples of how the worker has demonstrated a strength or learning need in this area

Competency Category 3: Planning Services

A. Identifies recommended goals and services

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Reviews what has “worked” and “failed” in the past	Recommends goals based on the assessment or can identify the goals set by the treatment team	Recommends services without identifying the goals
2	Builds a comprehensive plan of recommended care based on the unique needs and interests of the individual	Identifies recommended services, considering the goals, availability of services, eligibility, and affordability	Recommends the same services for all individuals (a “cookie cutter” plan)

B. Supports individual and family member decision-making in developing a plan of care

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Highlights the specific advantages and disadvantages of the recommended goals and services	Discusses the recommended goals and services with the individual and family	Presents the service plan as final, without discussion
2	Highlights the specific advantages and disadvantages of the alternative goals and services	Presents alternative options to the recommendations	Refuses or refrains from discussing alternatives
3	Supports individuals and families in making their own choices about the plan of care	Seeks individual and family preferences and input into the plan of care and negotiates a plan they find acceptable	Indicates that input into the plan is not welcome

Competency Category 3: Planning Services (continued)

C. Assists individuals in developing personal plans

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Connects individuals to persons who can help them develop written plans or “directives” about how crises are to be handled	Encourages individuals to develop contingency plans for future crises or episodes of illness	Responds to crises without considering individual preferences or wishes
2	Assists individuals in developing formal wellness and recovery plans	Supports individual efforts to pursue wellness and recovery goals	Focuses on formal service goals and ignores personal wellness and recovery goals

Examples of how the worker has demonstrated a strength or learning need in this area

Competency Category 4: Providing Services

A. Implements and coordinates the plan of care

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Educates co-workers about the plan	Reviews the plan of care occasionally	Provides care without reviewing the plan
2	Identifies creative ways he or she can support the plan of care	Delivers services directly that support the plan of care	Acts in ways that undermine or conflict with the plan of care
3	Updates other care providers about significant events or changes that impact on the plan of care	Coordinates activities among care providers and agencies in implementing the plan of care	Fails to notify other care providers of critical information or events
4	Proactively identifies and addresses individual and family concerns about services	Delivers services at a pace comfortable for individuals and family members	Routinely presses services upon individuals and family members at a pace that they cannot tolerate
5	Models the use of technology to deliver services and educates others about these tools	Uses technology to deliver services and increase access (e.g., phone, video-conferencing)	Repeatedly uses “distance” as an excuse for not meeting the needs of an individual or family
6	Adapts to local resource constraints; identifies creative strategies for delivering services when working alone with limited resources	Acts independently when working in situations that offer limited supervision or support from co-workers	Unable to act without direction while employed in a position that requires working with limited supervision

Competency Category 4: Providing Services (continued)

B. Conducts outreach and engagement

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Creates engagement activities or groups	Encourages individuals and family members to participate in planned services	Avoids the work of providing care
2	Helps address basic needs (e.g., food, shelter) as an engagement strategy	Makes phone calls or home and community visits to individuals to develop a relationship and encourage participation in services	Places full burden on individuals for engaging in care and criticizes them for lack of "motivation" and follow-through with care

C. Maintains safety

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Routinely assesses risk	Recognizes individual risk to self or others	Misses clear signs of risk
2	Anticipates risk and takes action to avoid it	Takes action to address immediate risk; adjusts the type and level of care to the level of risk	Detects risks but fails to take action
3	Works with the employer or family to decrease physical risks	Addresses hazards to safety in the physical environment in the environment	Violates rules regarding hazardous objects or substances in the environment of care
4	Supports a reasonable level of risk as part of growth and development	Allows individuals to take risks that are authorized by the agency or team	Denys individuals' rights or privileges in an effort to avoid all risk

D. Creates a therapeutic learning environment

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Takes action to create a comfortable, calm, and safe environment	Intervenes quickly when the environment of care becomes loud, chaotic, or unsafe	Contributes to noises, distractions, and conflict
2	Organizes and provides learning opportunities	Provides educational aids	Leaves individuals without structure or direction

Examples of how the worker has demonstrated a strength or learning need in this area

Competency Category 4: Providing Services (continued)

E. Provides emotional support

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Instills hope through techniques such as story telling or having individuals tell their story	Offers reassurance to individuals and family members	Creates fear among individuals and family members
2	Constantly conveys realistic optimism about the future	Educates individuals and family members about resilience and recovery	Tells individuals and family members that improvement is not possible
3	Uses motivational enhancement interviewing techniques	Provides encouragement	Belittles the efforts of individuals and family members

F. Provides physical support

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Assists individuals to improve physical abilities	Provides physical assistance with movement	Watches individuals as they struggle physically, but provides no support
2	Structures and encourages opportunities to increase independence with activities of daily living (ADLs)	Assists individuals with ADLs, including personal hygiene, cooking and eating, shopping, cleaning, budgeting, etc.	Makes minimal efforts to support ADLs, compromising individuals' quality of life
3	Identifies and obtains adaptive equipment for individual	Teaches the use of adaptive equipment	Creates obstacles to individuals obtaining and using adaptive equipment

G. Teaches and trains

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Provides educational materials; runs educational groups and activities	Educates individuals and family members about illnesses, services, resilience, and recovery	Treats individuals as incapable of learning to manage their problems
2	Uses systematic skill building approaches and organizes instructional activities	Assists individuals and family members in building skills, such as self-care, activities of daily living, stress management, and assertiveness	Tells individuals what to do and discourages the learning of new skills

Examples of how the worker has demonstrated a strength or learning need in this area

Competency Category 4: Providing Services (continued)

H. Supports problem solving and conflict resolution

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Teaches and models problem solving for individual and family members	Assists individuals and family members in solving problems	Makes decisions for individuals and family members without consulting them (when no immediate risk is present)
2	Anticipates and helps to resolve emerging tensions between individuals and groups; teaches conflict resolution skills	Mediates conflicts among clients, family members, and other care providers	Engages frequently in conflict with others
3	Remains calm and constructive when confronted with individuals who are angry, critical, or threatening	Discusses openly with others the conflicts he or she is having with them (including with individuals and family members receiving services)	Displays strong anger and defensiveness when in conflict with others

I. Prevents and intervenes in crises

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Educates others about early warning signs for specific individuals and families	Detects early signs of potential problems	Notifies but does not report early signs of trouble
2	Leads an organized group response to a person in crisis	Deescalates problems in their early phase experiencing problems	Provokes, challenges, or threatens individuals who are
3	Contributes to efforts to reduce the use of physical holds, restraint, and seclusion	As a last resort to ensure safety, uses physical holds, restraint, and/or seclusion, while following all applicable policies and regulations	Uses seclusion or restraint as punishment; violates rules and procedures regarding their use
4	Collaborates with and educates law enforcement to improve the community response to individuals in crisis	Accesses emergency assistance when needed	Uses police involvement to punish or inappropriately control individuals and family members
5	Organizes and leads a review of what happened and what can be done to prevent similar problems in the future	Participates in debriefing discussions, offering opinions on what happened and what could be done to prevent similar problems in the future	Constantly engages in behaviors known to provoke or trigger problems; fails to engage in behaviors identified as essential for avoiding problems

Examples of how the worker has demonstrated a strength or learning need in this area

Competency Category 4: Providing Services (continued)

J. Organizes and conducts group activities

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Designs new groups to address unmet need	Selects and orients new activity group members	Refuses to participate in or refer individuals to groups
2	Co-leads groups with other staff in order to teach them how to run activity groups	Runs activity groups effectively (e.g., providing adequate structure, encouraging member interaction, maintaining safety)	Loses control of groups; allows destructive member interaction

K. Promotes health and wellness

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Provides educational materials on health and wellness	Teaches individuals to recognize the signs and impact of stress and poor health	Detects health problems but takes no action
2	Offers or arranges organized health and wellness activities such as smoking cessation and exercise groups; models healthy behaviors	Teaches individual stress management and other self-care techniques	Rewards clients with unhealthy incentives (e.g., cigarettes)

Examples of how the worker has demonstrated a strength or learning need in this area

Competency Category 5: Linking to Resources

A. Identifies recommended resources

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Creates information files of resources available to individuals and families	Maintains information on available resources, including: treatment, medical, housing/residential, vocational, community/civic, and spiritual	Focuses only on the agency at which he or she is employed, remaining uninformed about other available resources
2	Creates and updates a written summary of recommended resources; assembles a packet of information about those resources	Identifies resources that may be of interest and value to an individual and family	Focuses only on the services he or she is providing, ignoring needs or interests that might be met by other resources

Competency Category 5: Linking to Resources (continued)

B. Supports individual and family decision-making in selecting resources

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Highlights the specific advantages and disadvantages of the recommended resources	Discusses the recommended resources with the individual and family members	Without considering their preferences, tells an individual or family that they will be using a specific resource
2	Supports individuals and families in making their own choices about use of the recommended resources	Seeks individual and family preferences and input regarding the recommended resources	Indicates that input into decisions to use specific resources is not welcome
3	Teaches individuals and family members the value of tackling challenges and taking reasonable risks	Encourages individuals and family members to maximize activities, community engagement, and independence	Discourages activities and independence of individuals served

C. Connects individuals and families to community resources

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Supports individual and family efforts to take the lead in accessing selected resources	Makes a referral of the individual or family to selected resources guidance or support	Suggests that individuals or families try and access resources, while providing no
2	Develops and maintains working relationships with employees at other organizations and uses these contacts to gain access to resources	Follows-up personally to ensure that a connection with the resource has been made; actively addresses any barriers to access	Ends involvement once a referral has been suggested or made
3	Mobilizes a coordinated plan of support from community members, especially in geographic areas that lack significant services	Draws on individual members of the community to provide support	Leaves individuals in need without support of any kind for extended periods of time

Examples of how the worker has demonstrated a strength or learning need in this area

Competency Category 6: Advocating

A. Advocates on behalf of the individual and family

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Asks individuals and family members to explain their rights in order to ensure that they understand them	Provides verbal and written information to the individual and family members about their rights and responsibilities (personal, interpersonal, legal, and civic)	Fails to explain or provide information on rights; violates the rights of individuals and family members for personal gain or convenience
2	Speaks out against or appeals decisions that appear to violate individual and family rights	Represents and supports individual and family member goals and wishes with colleagues, the treatment team, other service providers, benefit providers, patient rights officers, and ombudsmen	Imposes inappropriately the goals and decisions of the service organization or team on individuals and families without consideration of their wishes
3	Supports individual and family member decisions to exercise their rights when the risks are not serious	Identifies potential risks related to exercising individual and family member rights	Presses for individuals and family members to exercise their rights no matter what the risk

B. Supports self-advocacy

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Coaches individuals and family members on how to participate in planning meetings and to ask for what they want	Arranges individual and family member access to planning meetings and to key decision makers about their benefits and services	Excludes individuals and family members from planning meetings
2	Links individual and family members to peer and family support training programs	Refers individual and family members to peer and family support activities (to receive or provide peer support)	Discourages participation in peer and family support activities
3	Connects individual and family members with leadership and advocacy training programs	Connects individual and family members with advocates and advocacy organizations	Discourages participation in organized advocacy activities

Examples of how the worker has demonstrated a strength or learning need in this area

Competency Category 7: Individualizing Care

A. Assesses the influence of key individual, family, and community characteristics

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	In the assessment, applies personal knowledge of the influence of race, ethnicity, culture, religion, gender, sexual orientation, disability, occupation, and financial status	Identifies important individual and family characteristics, such as: race, ethnicity, culture, religion, gender, sexual orientation, disability, occupation, and financial status	Treats individuals as if they “are their diagnosis” and ignores their other characteristics
2	In the assessment, applies personal knowledge of the potential influence of community characteristics and geography on individuals, illnesses, and services	Identifies important characteristics of the individual’s community and its geography	Routinely ignores the impact of community and geography in the assessment process
3	Educates individual and family members about the potential impact of key personal and community characteristics on their lives	Asks individual and family members to explain the impact of these personal and community characteristics on their lives, goals, strengths, problems, needs, illnesses, treatment, and service preferences	Acts towards clients as if all individuals who share a common characteristic or community are the same (applies stereotypes)

B. Tailors services to unique individual, family, and community characteristics

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Assists in building or modifying services and programs to address the needs and preferences of unique groups in the local community	Adapts the services provided to the unique characteristics and preferences of the individual and family members	Provides the same services to all individuals and family members despite their differences
2	Builds working relationships and collaborates with other organizations that address the needs and preferences of unique groups in the local community	Connects individual and family members to services and resources tailored to their unique characteristics or preferences	Discourages or ignores the individual and family member participation in services tailored to the needs of unique groups

C. Modifies plans and services based on individual and family experience

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Uses available tools for measuring individual satisfaction and progress	Periodically assesses individual and family member satisfaction with plans, services, and progress	Dismisses individual and family member feedback and concerns
2	Assists treatment team and employer agency to improve services based, in part, on feedback from individuals and family members	Adjusts plans and services being provided based on the feedback received and the progress made on achieving goals	Refuses to change plans or services despite individual and family member concerns and requests

Examples of how the worker has demonstrated a strength or learning need in this area

Competency Category 8: Documenting

Examples of how the worker has demonstrated a strength or learning need in this area

A. Completes required documentation

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Serves as a resource and mentor to other staff on documentation guidelines and procedures	Completes all required documentation correctly, efficiently and in a timely manner, including: assessments, service records, incident reports, billing forms, and human resources forms	Misses deadlines for preparing documents on a frequent basis
2	Produces documentation that conveys a comprehensive and descriptive view of the individual and family, service plan, and services provided	Produces documentation that is objective, accurate, and legible	Documents subjective impressions rather than objective facts; creates illegible documents
3	Uses technical language in documentation, improving the quality of the information being conveyed	Uses clear and appropriate language, grammar, and spelling in documentation	Routinely creates documentation that is unclear, contains poor grammar, and is riddled with inaccurate spellings

B. Balances privacy with documentation requirements

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Discusses with individual and family members the advantages and disadvantages of documenting sensitive information	Identifies sensitive information that could be harmful or uncomfortable for an individual or family members if shared	Treats all information obtained as appropriate for documentation
2	Consults with supervisor on whether to include sensitive information in documentation	Includes essential information in documentation, while excluding non-essential, sensitive information	Includes non-essential highly personal information in documentation
3	Reviews records with individuals and discusses their reaction to the information it contains	Provides individual and family members with access to their records	Refuses individual and family access to records when required consent has been given

Competency Category 9: Behaving Professionally and Ethically

Examples of how the worker has demonstrated a strength or learning need in this area

A. Fulfills responsibilities and commitments

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Serves as a model for others in terms of attendance and timeliness	Minimizes absences from work, arrives on time, and completes a full work day	Absent, late, or leaves early on a frequent basis
2	Volunteers for additional duties, beyond assigned responsibilities	Manages his or her time effectively	Acts without planning how all necessary work will be accomplished
3	Helps the organization find ways to improve the quality and efficiency with which services are delivered	Completes assigned duties in a timely way and follows through on reasonable requests or promises made to others	Misses deadlines routinely, leaves assigned work unfinished, and fails to follow-through on commitments made to others
4	Goes above and beyond required duties, without violating employer rules and policies	Provides employer-approved services and approaches to care, working within the limits of assigned job duties and role	Violates employer rules and policies about the delivery of services
5	Provider leadership in meetings, in either a formal or informal role	Participates routinely and actively in staff, team, and agency-wide meetings	Misses meetings frequently or attends without contributing

B. Complies with laws, regulations, policies, and ethical codes

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Educates colleagues about confidentiality rules and procedures	Maintains confidentiality of protected health information; informs individuals and family members of the limits of confidentiality	Violates confidentiality through actions such as releasing protected information without permission
2	Searches for information on changes to laws, regulations, policies, and codes of conduct	Adheres to all laws, regulations, policies and ethical codes of conduct that apply to the worker and the job	Violates laws, regulations, policies, and codes of conduct routinely
3	Follows up after submitting mandated reports to ensure that information was received and appropriate action was taken	Submits mandated reports regarding abuse or risk of harm	Detects but does not report abuse or risk of harm

Competency Category 9: Behaving Professionally and Ethically (continued)

Examples of how the worker has demonstrated a strength or learning need in this area

C. Seeks supervision and consultation

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Partners in delivering care with others who complement his or her knowledge and skills	Recognizes the personal limits of his or her knowledge and skills	Delivers services for which he or she is unqualified
2	Provides supervision to others when authorized by the employer	Participates routinely and constructively in formal supervision	Misses supervision sessions frequently; rejects suggestions or direction offered during supervision
3	Offers consultation to others in areas of his or her expertise	Seeks additional supervision or consultation when uncertain about the best course of action or concerned about performance of co-workers or other service providers	In non-urgent situations, takes action when uncertain without requesting guidance from a supervisor

D. Manages stress and maintains personal health

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Recognizes signs of burnout or distress	Recognizes signs of personal stress	Ignores personal signs of stress
2	Teaches or shares stress management techniques with others	Uses self-care strategies to manage and reduce stress and prevent burnout	Becomes irritable and angry with others when stressed
3	Engages in prevention and health promotion behaviors	Ensures adequate work performance by maintaining personal health	Impaired work performance because of failure to seek medical care
4	Volunteers to assist co-workers with physical support tasks to minimize their risk of injury	Uses proper "body mechanics" when physically assisting others	Uses unsafe practices for lifting, creating a risk of injury

Competency Category 10: Developing Professionally

A. Seeks opportunities to improve knowledge, skills, and abilities

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Creates a written professional development plan	Sets personal goals for professional development	Sets no goals for professional development or takes no action to achieve goals
2	Enrolls in continuing education programs and/or certification and degree granting programs	Participates routinely in employer organized inservice training and other competency building activities	Misses employer organized inservice trainings; passes on other opportunities for continuing education
3	Seeks experiential opportunities to learn about local cultures and norms	Learns about local cultures and norms	Practices without knowledge or awareness of local cultures and norms

B. Uses performance evaluations and feedback to improve performance

	Excellent Performance	Satisfactory Performance	Unsatisfactory Performance
1	Identifies strengths and weaknesses; uses competencies in performance evaluation documents to shape professional development goals	Participates in the performance evaluation process and accepts constructive feedback	Refuses to participate in the performance evaluation process; rejects constructive feedback
2	Uses feedback from performance reviews to set new professional development goals	Uses evaluation feedback to improve work performance	Repeats problematic behaviors despite feedback about them

Examples of how the worker has demonstrated a strength or learning need in this area