

DSP Training Needs Survey

Please check up to three areas in which you feel the greatest need for training

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|--|---|
| <input type="checkbox"/> 1. Household Management | <input type="checkbox"/> 8. Advocacy |
| <input type="checkbox"/> 2. Facilitation of Services | <input type="checkbox"/> 9. Community and Service Networking |
| <input type="checkbox"/> 3. Health and Wellness | <input type="checkbox"/> 10. Building and Maintaining Friendships and Relationships |
| <input type="checkbox"/> 4. Organizational Participation | <input type="checkbox"/> 11. Communication |
| <input type="checkbox"/> 5. Documentation | <input type="checkbox"/> 12. Crisis Intervention |
| <input type="checkbox"/> 6. Consumer Empowerment | <input type="checkbox"/> 13. Professionalism |
| <input type="checkbox"/> 7. Assessment | <input type="checkbox"/> 14. Vocational, Educational, and Career Support |

Please select the top three areas in each Competency Area in which you feel the need for training:

Competency Area 1

Household Management (Mark up to three priorities)

- A. Plan and coordinate shopping for consumer's personal needs
- B. Meal planning
- C. Purchasing groceries and supplies
- D. Meal preparation, food storage, and safe use of kitchen equipment
- E. Individual financial planning, banking, budgeting
- F. Completing audits of individual consumer's funds
- G. Household budgeting, planning, and maintaining accurate accounts
- H. Assist consumers in household routines
- I. Help create and maintain individual's living space
- J. Household maintenance
- K. Schedule maintenance tasks performed by others
- L. Help to arrange consumer transportation by others
- M. Provide transportation

Competency Area 2

Facilitation of Services (Mark up to three priorities)

- A. Understand individual plan process
- B. Contribute to individual plan by knowing consumer needs
- C. Professional relationships with team members
- D. Follow ethical standards
- E. Written and spoken communication
- F. Write goals and objectives for individual plan with individual's input
- G. Implementing the individual plan
- H. Address challenging behaviors appropriately
- I. Record and summarize consumer program data
- J. Discuss plan outcomes with individuals and team members

Competency Area 3

Health and Wellness (Mark up to three priorities)

- A. Administer and chart medications
- B. Monitor and report medication errors
- C. Understand medications and their interactions
- D. Discuss side effects of psychotropic medications with individual
- E. Order medications and medical supplies and record their receipt
- F. Package medications for activities and destroy outdated medications
- G. Monitor and document illnesses
- H. Read and complete health care notes
- I. Serve nutritious meals, feeding individuals as indicated
- J. Monitor for medication side effects
- K. Complete psychotropic medication reviews and reports
- L. Communicate medical information to the support network
- M. Implement first aid and safety procedures
- N. Provide a safe environment
- O. Educate individual on medical issues
- P. Encourage use of personal safety practices
- Q. Conduct fire, disaster, and severe weather drills
- R. Schedule and follow-through on health appointments
- S. Assist individuals with personal hygiene care
- T. Secure and assist in using adaptive equipment and therapies
- U. Implement health and medical treatments

Competency Area 4

Organizational Participation (Mark up to three priorities)

- A. Apply organizational mission and priorities to job
- B. Follow organizational policies and procedures
- C. Know laws that govern service delivery
- D. Participate in performance reviews and career development
- E. Represent the agency in a positive manner
- F. Promote sensitivity to other cultures, gender, religion, and disability

Competency Area 5

Documentation (Mark up to three priorities)

- A. Complete daily logging and charting
- B. Complete incident reports in a timely fashion
- C. Read and write relevant information in the staff log book
- D. Maintain confidentiality in documentation and communication

Competency Area 6

Consumer Empowerment (Mark up to three priorities)

- A. Honor consumer choices
- B. Encourage informed choices
- C. Assist individual in long and short term planning
- D. Introduce new community experiences
- E. Promote individual's participation in support services
- F. Use effective problem-solving strategies
- G. Provide information and support on sexuality and dating

- ___ H. Encourage self-advocacy
- ___ I. Provide information on civil and legal rights

Competency Area 7

Assessment (Mark up to three priorities)

- ___ A. Know assessment processes used to discover consumer needs
- ___ B. Understand the history and characteristics of the individual
- ___ C. Understand the characteristics of various disabilities, diseases, and conditions
- ___ D. Assess and convey consumer preferences, vulnerability, and supervision needs
- ___ E. Discuss assessment findings and recommendations with individual

Competency Area 8

Advocacy (Mark up to three priorities)

- ___ A. Assist and advocate for consumer when barriers are present
- ___ B. Express desires of individual to family, co-workers
- ___ C. Assist consumer in accessing the community
- ___ D. Advocate for individual choices/preferences
- ___ E. Identify and address violation of individual rights
- ___ F. Reports suspected abuse and neglect
- ___ G. Identifies individual rights and consequences of violation
- ___ H. Educate the community on supporting the individual

Competency Area 9

Community and Service Networking (Mark up to three priorities)

- ___ A. Assist in planning and participating in community activities
- ___ B. Support individuals during community activities
- ___ C. Understand behavioral, health, and supervision needs of consumer
- ___ D. Secure religious supports and plan vacations
- ___ E. Maintain information on community resources
- ___ F. Maintain positive working relationships with other service organizations

Competency Area 10

Building and Maintaining Friendships and Relationships (Mark up to three priorities)

- ___ A. Promote community integration
- ___ B. Facilitate friendships
- ___ C. Assist in communication with family members
- ___ D. Assist in communication with health care professionals
- ___ E. Respect choice in and monitor safety in individual relationships

Competency Area 11

Communication (Mark up to three priorities)

- ___ A. Communicate effectively adapting to individual style
- ___ B. Use alternative and/or augmentative communication devices
- ___ C. Use appropriate modes of communication with individual
- ___ D. Use active respectful listening skills
- ___ E. Communicate in a culturally sensitive manner
- ___ F. Use understandable language

Competency Area 12

Crisis Intervention (Mark up to three priorities)

- A. Respond appropriately to crises situations
- B. Understand the vulnerabilities of the individuals
- C. Know appropriate vulnerable adult reporting procedures
- D. Monitor and report crises situations and incidents
- E. Follow policies and procedures for various crises situations
- F. Complete appropriate paperwork for crisis situations
- G. Follow individual plans for use of aversive or deprivational procedures

Competency Area 13

Professionalism (Mark up to three priorities)

- A. Interact in a professional manner
- B. Complete assigned work in a timely manner
- C. Respond to stressful situations in professional manner
- D. Present a positive role model for consumers
- E. Find additional information on disability-related issues
- F. Know of professional organizations and industry resources
- G. Be familiar with professional ethics

Competency Area 14

Vocational, Educational, and Career Support (Mark up to three priorities)

- A. Identify consumer vocational preferences
- B. Identify vocational service options
- C. Advocate with service provider for consumer
- D. Assist consumer in identifying, applying, and maintaining job
- E. Assist individual in planning for transition in life stages
- F. Understand and work with the educational system on individual's behalf

Code of Ethics (Mark up to three priorities)

- A. Person-Centered Supports
- B. Promoting Physical and Emotional Well-Being
- C. Integrity and Responsibility
- D. Confidentiality
- E. Justice, Fairness, and Equity
- F. Respect
- G. Relationships
- H. Self-Determination
- I. Advocacy

This survey was adapted by Pat Salmi and Sherri Larson, Research and Training Center on Community Living, University of Minnesota from the Residential Supports version of the Community Support Skill Standards.