



EVALUATION FORM

Direct Care Staff

Date of Hire July 23, 2019 Name: Dmya Carter Date: July 29, 2020

A. The following categories represent the major scope of the employee's responsibilities. Each area is to be rated by the employees supervisor. Based on the 3 items listed below, please check the rating box for each category which most closely identifies the employee's annual performance and competency levels.

1. YES (Y): All standards/expectations are met in that Category.
2. NO (N): None if the standards/expectations were met in that Category.
3. INCOMPLETE (I): Some of the standards/expectations were met in that Category.

Competency Category	Y	N	I	Explanation of Rating
Employee Attendance: On time, no call offs, work attendance within policy guidelines. As evidenced by Time Sheets.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Dmya does not missed
Completes electronic & paper documentation correctly at the end of each shift. As evidenced by incomplete documentation. (unfinalized notes, unsealed forms, incomplete data on paper documentation)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works very hard on getting all of his documentation
Mandatory Reporting is done on time, when required. (ie: abuse, neglect, AWOLs, etc..) As evidenced by Incident Report or Reports from internal or external parties.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Dmya does all reporting in a timely fashion
Follows all company Policies and Procedures. As evidenced by no Progressive Actions.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Dmya has not had a PA in the last 90 days
Completes assignments from Management Staff. As evidenced by Home Manager or no Progressive Actions.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Dmya completes assignments
Complete shift duties, including daily cleaning tasks, assists & interacts with residents and follows activities schedule. As evidenced by Progress Notes, no Progressive Actions and appearance of home.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Does shift duties
Prepares, implements and follows the Dietary needs of all residents. (Menus, Diet Orders) As evidenced by documentation on menus and observation of meals being served.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Dmya is very familiar with Dietary needs of all residents
Mandatory meetings and trainings attended. As evidenced by Sign-in Sheets or Training documentation.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Attend all mandatory meeting
For assigned Residents, adheres to the Treatment and/or Behavior Plans goals and objectives. As evidenced by Progress Notes.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Dmya does ^{follow} behavior



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Direct Care Staff

Strengths:

- 1. Dmya is dependable, trustworthy, cares about the resid
- 2. Dmya is a good team player,

Areas for Development:

- 1. Dmya needs to keep learning new policies and procedures
- 2. Dmya needs to learn more computer skills.

B. Please state at least two goals/objectives you would like to accomplish in the next year:

- 1. Goal: Would like to become lead
How will I get there?: Keep working hard until I get there
- 2. Goal: Would like to go back to school.
How will I get there?: Enroll in fall classes

Are annual In-Service Trainings complete? Yes No
If no, when are they scheduled? _____

Is TB test current (3 years)? Yes No
If no, one needs to be scheduled immediately.

Is Annual Health Review Form current? Yes No
If no, one needs to be filled out immediately.

Is Driver's License current/valid? Yes No
If no, needs to be renewed immediately.

Dmya Carter
Employee Signature

7/29/20
Date

Roberta Clemons
Evaluator's Signature

7/29/20
Date

Dmya



Residential Direct Care Staff Level System
Level I

All New Hires (Including Re-hires):

- Drug/Criminal and Vehicular Background Checks
Interview-Hiring Approval
-
- Orientation Training – all CMH and Module Training plus all internal trainings
Passing Score on the Orientation Test (80% or higher)
- Two full shifts – shadowing 12.5 hour shift (minimum)
Complete Home Orientation Check sheet
-
- Competency Evaluation
- Complete Enhanced Staffing Training and submit passing score on test
- At least 30 days of continuous service in Level with a satisfactory or higher 30-day evaluation (must not have any areas of improvement)
-
- No active progressive actions (written/suspension)
-
- DMA Training - DMA 7 in-services and evaluation
Currently administers medications or subs in medication administration
-
- Good attendance record e.g. no unexcused call offs, attendance to all mandatory meetings, trainings or has an excused absence
-
- Displays honesty, integrity, trustworthiness.
- Beginning understanding of Mission, Values, Goals.
How to apply "I" Care Philosophy in daily work environment
- Positive attitude and eagerness to learn more