



EVALUATION FORM

Direct Care Staff

Date of Hire: 03/2019 Name: Corey D. Lee Date: 8/24/2020

A. The following categories represent the major scope of the employee's responsibilities. Each area is to be rated by the employee's 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"/>	Corey helps cover shifts where he is needed
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"/>	
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"/>	
Follows all company Policies and Procedures. As evidenced by no Progressive Actions.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Completes assignments from Management Staff. As evidenced by Home Manager or no Progressive Actions.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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"/>	
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"/>	
Mandatory meetings and trainings attended. As evidenced by Sign-in Sheets or Training documentation.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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"/>	



EVALUATION FORM

Direct Care Staff

Strengths:

1. Team Work
2. Ability to work well with the people we support

Areas for Development:

1. To be more active in Beacon
2. To be more through in every aspects of his job.

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

1. Goal: Corey will participate in completing an intake.
 How will I get there?: Corey will have help from his home manager with reaching this goal.

2. Goal: Corey will work on time management
 How will I get there?: By setting a schedule and follow it

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

Yes No

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

Yes No

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

Yes No

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

Yes No

Corey
 Employee Signature

8/24/20
 Date

Tom Howard
 Evaluator's Signature

8/24/2000
 Date



Residential Direct Care Staff Level System
Level IV to Level V - Lead

-
- Recommended to obtain Lead Training from:
 two residents two team members Home Manager
 - Successfully completes Lead Training
 - Enrolls and completes beginning Corporate Leadership Training Modules
 - All training requirement met in accordance to Beacon Specialized Training Grid
 -
 - Employee has completed Level Progression Request Application
 - Recommendation from Home Manager Completed on Application for promotion to Lead
 - Passing Score on Lead Test (Test Score: _____)
 -
 - Completion of at least three clinical modules located under "training" on the Employee Website
 - Consistent practice in Culture of Gentleness and DBT concepts and techniques and can also serve as a mentor with those just learning
 - Full ability to train new staff, on computer applications:
 Clarity NextStep Quickmar Facility Dude Time & Attendance
EMAR
 - Full ability to train new staff in Home Orientation Check Sheet, Tour of Facility Checklist and Shadow Shift training criteria
Ability to serve as a training resource, mentor, and model of solid employee behavior to all staff
 - Capable of performing all core job requirement listed in the Lead Job Description
 - Can create and maintain all home binders and postings and can demonstrate how and when to refer to these materials to current staff
 - Can facilitate the process of shift change and resident morning meetings
 - Is fully competent to update the materials and train on the importance of the content on the "high alert boards"
 -
 - No active progressive actions while in Level IV (written/suspension)
 -
 - Full ability to train others in Medication Administration and be a resource for staff and leadership, able to trust through verification



Residential Direct Care Staff Level System Level IV to Level V - Lead

- No medication errors
- Successfully passes a minimum of two medication passes in the past 90 days
-
- Good attendance record e.g. no unexcused call offs and attendance to all mandatory meetings or excused absence
-
- Displays honesty, integrity, trustworthiness
- Leads by example and can mentor "I" Care Philosophy in daily work environment to other staff (Integrity, Compassion, Advocacy, Relationships and Excellence)
-
- Full ability to train staff on paperwork and computer applications
Able to follow-through on tasks uses trust yet verify techniques on current staff
Required paperwork is complete, accurate, factual, timely, and neat
-
- Full ability to train staff in PCP's/BP's of Residents and can verify the knowledge of others regarding the importance of understanding goals/objectives
Able to explain the process to staff and verify full understanding
- Ensures compliance on the application of HCBS Guidelines
-
- Has earned the respect of staff and Residents through consistently exhibiting solid leadership qualities in leading by example
-
- Able to confidently respond to all crisis situations and direct or redirect staff calmly and confidently to achieve positive resident outcomes
- Able to recognize escalating situations, identify triggers, and antecedents before negative behaviors erupt
Can mentor and debrief staff in understanding what those identifiers are to enable the home staff to become proactive rather than reactive
- Any substantiated recipient rights or licensing violations reviewed and discussed with VP of Operations and HR
- Can demonstrate a reduction of use of On-Call Procedures due to enhanced skills and decision making:
 Medical Clinical Maintenance Home



Residential Direct Care Staff Level System Level IV to Level V - Lead

-
- Full ability to train staff on the application of all policies/procedures, including but not limited to TJC, personnel, Environment of Care, medical, site inspection, audits, emergency preparedness Resident intake/discharge/transfers/LOA's, employee hiring process, employee code of ethics, staff workplace violence and behavioral emergency safeguards, Resident storage policy, voting, visitor, advanced directives, etc
 - Willing to take on additional responsibilities when requested with a smile
 - Actively assists home manager in building a positive team supporting staff retention Help new staff to gain confidence in their direct care role and patiently assisting them in becoming fully competent in their position
 - Can train others on Menu and Food Tracking Process
 - Full understanding and assistance with the Coordination of Care process through Admission, LOA, Transfer, and Discharge
 - Full participation and training in CPRT Team Meetings, Root Cause Analysis and Medication Non-Compliance Intervention Processes
-
- Able to provide clear directions and works well with other staff and other departments Consistently displays a positive attitude; able to make level headed decisions, solution focused A consistent resource for staff

WAGE: \$12.25 - \$13.50

Each level will have an advancement evaluation, advancement competency test addressing objective and subjective elements, and recommendation by the site supervisor. Candidate must successfully pass the competency test and evaluation. Each candidate must pass a drug test/criminal/vehicular background check. Shift changes may be required.