

Position: **Service Provider**

Assessment For: **Theoretical Foundations**

Date: _____

Completed for: _____

Completed by: _____

Employee

Supervisor

Instructions:

1. For each Area of Expertise below, review the “As Demonstrated By” descriptions.
2. Then select the “Level of Growth Opportunity” that most closely reflects how much growth in this area would benefit you (the employee) and your organization

Area of Expertise	As Demonstrated by	Opportunity for Growth
Family-centered, strength-based practice	<ul style="list-style-type: none">• Embeds the concept of “family-centered, strength-based practice” in all activities	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Early intervention theory & practices	<ul style="list-style-type: none">• Ensures that the Individual Family Service Plan (IFSP) and all delivered services reflect effective early intervention principles and practices	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Child development	<ul style="list-style-type: none">• Applies an understanding of child development in assessing families, evaluating the child’s current level of development, and in establishing outcomes• Shares information with families, other service providers, community groups, etc. on infant and child development	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Diversity	<ul style="list-style-type: none">• Applies understanding of diversity to communicate effectively, establish positive relationships with a diverse population of <i>Early On</i> families, and demonstrate respect for the uniqueness of each family’s culture	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth

Position: **Service Provider**

Assessment For: **Administration**

Date: _____

Completed for: _____

Completed by: _____

Employee

Supervisor

Instructions:

1. For each Area of Expertise below, review the "As Demonstrated By" descriptions.
2. Then select the "Level of Growth Opportunity" that most closely reflects how much growth in this area would benefit you (the employee) and your organization

Area of Expertise	As Demonstrated by	Opportunity for Growth
Planning & organizing	<ul style="list-style-type: none">• Defines, creates a sequence for, and prioritizes tasks necessary to achieve agreed upon outcomes for children & families in <i>Early On</i>• Employs effective systems for tracking progress and assuring follow up• Effectively organizes working papers and important materials	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth

Position: **Service Provider**

Assessment For: **Technical Expertise**

Date: _____

Completed for: _____

Completed by: _____

Employee

Supervisor

Instructions:

1. For each Area of Expertise below, review the "As Demonstrated By" descriptions.
2. Then select the "Level of Growth Opportunity" that most closely reflects how much growth in this area would benefit you (the employee) and your organization

Area of Expertise	As Demonstrated by	Opportunity for Growth
Expertise in a service discipline	<ul style="list-style-type: none">• Applies sound principles of one's chosen discipline (e.g., medicine, social work, physical therapy, counseling) in:<ul style="list-style-type: none">○ The assessment and evaluation processes○ Development, review and evaluation of the family's Individual Family Service Plan (IFSP)○ Designing and delivering effective services in that discipline to <i>Early On</i> children and families○ Consulting with family members and colleagues to ensure and improve the delivery of service• Educates family members and others on the nature and process of service delivery within this discipline	<ul style="list-style-type: none"><input type="checkbox"/> Primary Area for Growth<input type="checkbox"/> Secondary Area for Growth<input type="checkbox"/> Not an Area for Growth

Position: **Service Provider**

Assessment For: **Policy, Rules & Regulations**

Date: _____

Completed for: _____

Completed by: _____

Employee

Supervisor

Instructions:

1. For each Area of Expertise below, review the “As Demonstrated By” descriptions.
2. Then select the “Level of Growth Opportunity” that most closely reflects how much growth in this area would benefit you (the employee) and your organization

Area of Expertise	As Demonstrated by	Opportunity for Growth
Part C regulation & practice	<ul style="list-style-type: none">• Applies an understanding of Part C regulation and procedures to:<ul style="list-style-type: none">○ Participate in multidisciplinary team assessments and evaluations○ Participate in development, review and evaluation of the family's Individual Family Service Plan (IFSP)○ Design and deliver early intervention services based on the IFSP and in compliance with the spirit and letter of Part C of the IDEA• Keeps families informed of the range of services & resources available, through Part C and other legislation, to children with special needs and their families• Advises families of their rights and procedural safeguards• Ensures procedural safeguards and statutory time lines are preserved and maintained	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Other policy & regulation	<ul style="list-style-type: none">• Works within the spirit and letter of all applicable federal, state & local law• Personally works within the policies and practices of other funding agencies and <i>Early On Michigan</i>	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Employer rules	<ul style="list-style-type: none">• Personally works within the policies and practices of one's employing organization	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth

Position: **Service Provider**

Assessment For: **Systems Expertise**

Date: _____

Completed for: _____

Completed by: _____

Employee

Supervisor

Instructions:

1. For each Area of Expertise below, review the “As Demonstrated By” descriptions.
2. Then select the “Level of Growth Opportunity” that most closely reflects how much growth in this area would benefit you (the employee) and your organization

Area of Expertise	As Demonstrated by	Opportunity for Growth
Local & state human service systems	<ul style="list-style-type: none">• Informs families about <i>Early On</i>[®], existing human service agencies (Family Independence Agency, Department of Education, Community Mental Health, etc.), and local community resources (e.g., churches, food banks, day care centers, family members, friends, other families)• Applies knowledge of human service systems, service delivery systems, and community resources to integrate own services effectively with these other systems and resources• Speaks knowledgeably about <i>Early On</i> and local service delivery systems and resources when consulting with parents, other services providers, and representatives of these systems/resources regarding effective service delivery• Uses knowledge of the various systems to promote collaborative family-centered, strength-based practice	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Local service delivery systems & resources		
<i>Early On</i>[®] Michigan systems		
Role/expectations	<ul style="list-style-type: none">• Meets the expectations for one's role within the employing organization	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth

Position: **Service Provider**

Assessment For: **Working With Others**

Date: _____

Completed for: _____

Completed by: _____

Employee

Supervisor

Instructions:

1. For each Area of Expertise below, review the "As Demonstrated By" descriptions.
2. Then select the "Level of Growth Opportunity" that most closely reflects how much growth in this area would benefit you (the employee) and your organization

Area of Expertise	As Demonstrated by	Opportunity for Growth
Building & maintaining relationships	<ul style="list-style-type: none">• Builds and maintains effective interpersonal relationships with families, colleagues, funding agency representatives, and others in the <i>Early On</i> community by:<ul style="list-style-type: none">○ Seeking opportunities to establish relationships○ Maintaining regular communications○ Following through consistently on assigned tasks and promises	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Collaborating	<ul style="list-style-type: none">• Actively works as a partner/team member with parents, colleagues, and agency representatives to meet the needs of children and families• Shares information on the child's developmental history and any previous assessments with multidisciplinary team members• Contributes actively for the good of the team• Lets go of personal goals/agendas when they interfere with team initiatives	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Working on teams		

Position: **Service Provider**

Assessment For: **Communicating**

Date: _____

Completed for: _____

Completed by: _____

Employee

Supervisor

Instructions:

1. For each Area of Expertise below, review the "As Demonstrated By" descriptions.
2. Then select the "Level of Growth Opportunity" that most closely reflects how much growth in this area would benefit you (the employee) and your organization

Area of Expertise	As Demonstrated by	Opportunity for Growth
Communicating orally & in writing	<ul style="list-style-type: none">• Provides information to people at their level of understanding• Communicates honestly, sensitively, and empathetically with all• Demonstrates clarity, focus, accuracy, and diplomacy when speaking at meetings or in groups• Writes clearly, concisely, and with the appropriate style (business, conversational, etc.) in creating correspondence and reports• In interviews, structures the sequence of questions so as to obtain necessary information; adjusts and adds questions depending on responses• Appropriately uses and interprets non-verbal behavior	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Listening	<ul style="list-style-type: none">• Pays attention when others are speaking• Lets others finish speaking before jumping in with own position• Asks questions to understand other's statements and positions• Clarifies and repeats back others' statements to ensure understanding	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth

Position: **Service Provider**

Assessment For: **Thinking**

Date: _____

Completed for: _____

Completed by: _____

Employee

Supervisor

Instructions:

1. For each Area of Expertise below, review the "As Demonstrated By" descriptions.
2. Then select the "Level of Growth Opportunity" that most closely reflects how much growth in this area would benefit you (the employee) and your organization

Area of Expertise	As Demonstrated by	Opportunity for Growth
Thinking creatively	<ul style="list-style-type: none">• Generates new insights and workable solutions related to serving children and families in <i>Early On</i>• Maintains a fresh perspective on issues•	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Solving problems	<ul style="list-style-type: none">• Uses listening skills to understand issues and problems• Determines the root of problems effectively and timely (especially those problems that represent barriers to families receiving needed services)• Identifies several possible solutions to problems; selects the best solution	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Exercising sound judgment	<ul style="list-style-type: none">• Evaluates alternatives prior to making decisions• Balances available information and own expertise in making decisions	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth

Position: **Service Provider**

Assessment For: **Essential Characteristics**

Date: _____

Completed for: _____

Completed by: _____

Employee

Supervisor

Instructions:

1. For each Area of Expertise below, review the “As Demonstrated By” descriptions.
2. Then select the “Level of Growth Opportunity” that most closely reflects how much growth in this area would benefit you (the employee) and your organization

Area of Expertise	As Demonstrated by	Opportunity for Growth
Vision, passion & commitment	<ul style="list-style-type: none">• Puts <i>Early On</i> vision and mission above personal agenda• Steps forward to address issues, even very difficult ones• Seeks opportunities to learn and grow	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Empathy & compassion	<ul style="list-style-type: none">• Demonstrates understanding of the feelings of others• Works to alleviate others' painful situations	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Credibility	<ul style="list-style-type: none">• Does what he/she commits to• Builds trust with others through honesty• Acts as a role model for straightforward, aboveboard conduct	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
Adaptability	<ul style="list-style-type: none">• Embraces change• Shifts strategies without distress	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth