



# Employee Development Inventory

Employee Name:	<b>Review Period Dates</b>		
	30 Day:		
	60 Day:		
Facility/Department:	60 Day:		
Supervisor:	90 Day:		
<input checked="" type="checkbox"/> Check appropriate column <i>each review period</i> , as appropriate	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>Active Supervision:</b>			
• 3:1 Ratio is maintained			
• Head Counts or Bed Checks are completed			
• Staff is in close proximity to residents (as appropriate)			
• Staff keeps residents in eyesight			
• Staff keeps residents in earshot			
Notes:			
<b>Building Blocks Schedule:</b>			
• Implements the BBS as written			
• Activities are organized/planned in advance			
• Activity expectations are clearly explained to the residents			
• Staff Participates or Coaches in activities with resident			
• Residents are cued as necessary			
• Practices teamwork with other staff members in the milieu			
• Requests/facilitates supplies & resources needed for BBS			
Notes:			
<b>Behavior Management &amp; Treatment:</b>			
• Refers to & explains the Code at appropriate times			
• Generally presents a positive caring demeanor			
• Residents receive verbal praise for following the Code			
• Residents receive Behavior Bucks for following the Code			
• Positive Discipline Techniques are used, e.g. corrections are made by restating the rule/expectation & stating the appropriate replacement behavior.			
• Understands & implements resident Target Goals per ISP			
• Understands & implements BSP's & BIP's			
• No evidence of power struggles			
• Uses a 4:1 ratio of encouragement to criticism			
• Facilitates Behavior Buck Store as directed			
• Manages Transitions effectively			
• Conducts effective milieu groups			
• Observed managing behaviors effectively			
• Can verbalize understanding of the principles associated with the Circle of Courage			
• Demonstrates understanding of the Blueprint for Success, phases & associated benchmarks & works with residents to achieve progress			
• Can verbalize understanding of the Emotional Growth aspects of program & supports residents in their emotional growth process			
• Participates in RAP groups effectively			
• Participates in Emotional Growth workshops effectively			
Notes:			



# Employee Development Inventory

## Staff Professionalism, Development & Training

• Does not discuss client in front of other residents and/or with others who not have a need to know, as per agency client confidentiality protocols			
• Follows direction, accepts feedback from others			
• Interacts professionally (positive/appropriate), reinforcing agency standards with all (supervisor, teams, youth, parents, community e.g., law enforcement ) w/on harassment/discrimination or conflict.			
• Maintains appropriate boundaries, not providing unneeded personal information to youth			
• Demonstrates adherence to organizational safety standards regarding self, our youth, and our property - safeguarding & reporting consistently			
• Follows CA driving laws, operates vehicles safely and for approved agency business only, uses van log & reports concerns promptly			
• Honors and adheres to agency standards of cleanliness, order, & maintenance regarding house, office, organizational and resident property			
• Reports to work as scheduled, on-time, and without call-offs.			
• Adheres to agency timekeeping and call-off practices			
• Meeting & training attendance is punctual & consistent			
• Dresses in a manner appropriate for the work environment			
• Demonstrates ability to be flexible & support agency/house needs as required			

Notes:

## SIR's, Clinical Alerts & Emergency Procedures:

• Clinical Alerts are completed accurately & professionally			
• LSCI techniques used accurately & reported professionally			
• Pro-ACT used appropriately			
• SIR's written accurately & professionally			
• Emergency Contacts notified (PS & MSC)			

Notes:

## Communication & Documentation:

• Staff Log completed professionally (accurately, appropriately, grammatically)			
• Behavior Assessment Forms completed professionally			
• Medication Administration Record (MAR) completed			
• Last Light resident self-rating completed regularly			
• Completes documentation accurately & completely			
• Completes FM II Audits accurately & on time			
• Completes O/N Checklist accurately & on time			
• Completes House Duty Checklist accurately & on time			
• Administers & documents medications accurately & in real time			
• Completes maintenance requests accurately & timely			
• Petty cash documented accurately & on time			
• Clothing inventory documented accurately & on time			
• Meal count documented accurately & in real time			

Notes:

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_