

Position: **Multidisciplinary Evaluation & Assessment Team Member**

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
<b>Family-centered, strength-based practice</b>	<ul style="list-style-type: none"> <li>• Embeds the concept of "family-centered, strength-based practice" in all activities</li> <li>• Ensures that the Individual Family Service Plan (IFSP), agreed upon outcomes, and all delivered services reflect effective principles and practices of early intervention and child development</li> <li>•</li> </ul>	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
<b>Early intervention theory &amp; practices</b>	<ul style="list-style-type: none"> <li>• Accurately explains the concept of early intervention at meetings and in one-on-one conversations with families, peers, agencies, others</li> </ul>	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
<b>Child development</b>	<ul style="list-style-type: none"> <li>• Applies an understanding of child development in assessing families, evaluating the child's current level of development, and in establishing outcomes</li> </ul>	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
<b>Diversity</b>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth

Position: **Multidisciplinary Evaluation & Assessment Team Member**

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
<b>Planning &amp; organizing</b>	<ul style="list-style-type: none"><li>• Defines, creates a sequence for, and prioritizes tasks necessary to effectively and timely accomplish the initial and ongoing family assessments and evaluations of children, as well as IFSP meetings</li><li>• Employs effective systems for tracking progress and assuring follow up</li><li>• Effectively organizes working papers and important materials</li></ul>	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth

Position: **Multidisciplinary Evaluation & Assessment Team Member**

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
<b>Effective practice specific to early intervention within the member's service discipline</b>	<ul style="list-style-type: none"><li>• Applies sound principles of one's chosen discipline (e.g., medicine, social work, physical therapy, counseling) in:<ul style="list-style-type: none"><li>○ Conducting the family assessment and child evaluation processes</li><li>○ Developing an Individual Family Service Plan (IFSP), with integrated outcomes for the child and family</li></ul></li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Primary Area for Growth</li><li><input type="checkbox"/> Secondary Area for Growth</li><li><input type="checkbox"/> Not an Area for Growth</li></ul>

Position: **Multidisciplinary Evaluation & Assessment Team Member**

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
<b>Part C regulation &amp; practice</b>	<ul style="list-style-type: none"><li>• Applies an understanding of Part C regulation and procedures to:<ul style="list-style-type: none"><li>○ Participate in multidisciplinary team assessments and evaluations</li><li>○ Participate in development, review and evaluation of the family's Individual Family Service Plan (IFSP)</li><li>○ Design and deliver early intervention services based on the IFSP and in compliance with the spirit and letter of Part C of the IDEA</li></ul></li><li>• Educates family members on the purpose, process, and potential benefits of assessment and evaluation for the development of their child</li><li>• Keeps families informed of the range of services &amp; resources available, through Part C and other legislation, to children with special needs and their families</li><li>• Works within the spirit and letter of all applicable federal, state &amp; local law</li><li>• Personally works within the policies and practices of <i>Early On</i> Michigan</li></ul>	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
<b>Other policy &amp; regulation</b>		
<b>Employer rules</b>	<ul style="list-style-type: none"><li>• Personally works within the employer's policies and practices</li></ul>	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth

Position: **Multidisciplinary Evaluation & Assessment Team Member**

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
<b>Local &amp; state human service systems</b>	<ul style="list-style-type: none"><li>• Applies knowledge of human service systems, service delivery systems, and community resources to identify supports and services that will help address family needs</li><li>• Speaks knowledgeably about <i>Early On</i> and local service delivery systems and resources when working with parents and other multidisciplinary team members</li></ul>	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
<b>Local service delivery systems &amp; resources</b>		
<b><i>Early On</i><sup>®</sup> Michigan systems</b>		
<b>Role/expectations</b>	<ul style="list-style-type: none"><li>• Meets the expectations for one’s role within the employing organization</li></ul>	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth

Position: **Multidisciplinary Evaluation & Assessment Team Member**

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
<b>Building &amp; maintaining relationships</b>	<ul style="list-style-type: none"><li>• Builds and maintains effective interpersonal relationships with families and other multidisciplinary team members by:<ul style="list-style-type: none"><li>○ Seeking opportunities to establish relationships</li><li>○ Maintaining regular communications</li><li>○ Following through consistently on assigned tasks and promises</li></ul></li></ul>	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
<b>Collaborating</b>	<ul style="list-style-type: none"><li>• Encourages family member involvement in the assessment and evaluation processes, to the extent family members wish to be involved</li></ul>	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
<b>Building teams</b>	<ul style="list-style-type: none"><li>• Actively partners with other team members and family members to identify and plan to address the needs of the child and family</li><li>• Respects the contribution of family members and colleagues to the assessment and evaluation processes</li><li>• Contributes actively for the good of the team</li><li>• Lets go of personal goals/agendas when they interfere with team initiatives</li></ul>	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth

Position: **Multidisciplinary Evaluation & Assessment Team Member**

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
<b>Communicating orally &amp; in writing</b>	<ul style="list-style-type: none"><li>• Provides information to each audience at the appropriate level of understanding (e.g., verbally summarizes for family members the child's performance on the evaluation in straightforward language, not jargon)</li><li>• Communicates honestly, sensitively, and empathetically with all</li><li>• Demonstrates clarity, focus, accuracy, and diplomacy when speaking at meetings or in groups</li><li>• Writes clearly, concisely, and in a professional style in creating evaluation reports</li><li>• Appropriately uses and interprets non-verbal behavior</li></ul>	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
<b>Listening</b>	<ul style="list-style-type: none"><li>• Asks for family member input in planning the evaluation</li><li>• Seeks family observations and feelings about how the evaluation went</li><li>• Pays attention when others are speaking</li><li>• Lets others finish speaking before jumping in with own position</li><li>• Asks questions to understand other's statements and positions</li><li>• Clarifies and repeats back others' statements to ensure understanding</li></ul>	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth

Position: **Multidisciplinary Evaluation & Assessment Team Member**

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

Position: **Multidisciplinary Evaluation & Assessment Team Member**

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
<b>Vision, passion &amp; commitment</b>	<ul style="list-style-type: none"><li>• Communicates own belief in the mission and vision of <i>Early On</i></li><li>• Puts <i>Early On</i> mission and vision above personal agenda</li><li>• Seeks opportunities to learn and grow</li></ul>	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
<b>Empathy &amp; compassion</b>	<ul style="list-style-type: none"><li>• Demonstrates understanding of the feelings of others</li><li>• Works to alleviate others' painful situations</li></ul>	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
<b>Credibility</b>	<ul style="list-style-type: none"><li>• Does what he/she commits to</li><li>• Builds trust with others through honesty</li><li>• Acts as a role model for straightforward, aboveboard conduct</li></ul>	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth
<b>Adaptability</b>	<ul style="list-style-type: none"><li>• Embraces change</li><li>• Shifts strategies without distress</li></ul>	<input type="checkbox"/> Primary Area for Growth <input type="checkbox"/> Secondary Area for Growth <input type="checkbox"/> Not an Area for Growth