

Instructions for Completing the Department Approved Competency Checklist for Intervention Specialists

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Individuals who choose to meet the Department approved competency to provide Children’s Habilitation Intervention Services as an Intervention Specialist may meet the minimum requirements by completing this Competency Checklist. Individuals only have to meet the Department’s approved competency by *completing one (1) of the rule requirements* (i.e. they may complete this Competency Checklist, OR they may complete a 40 hour Applied Behavior Analysis training delivered by an individual who is certified/credentialed to provide the training, OR other Department approved competencies as defined in the Medicaid Provider Handbook).

Individuals who choose to complete this Competency Checklist must demonstrate proficiency by performing each skill listed on the Checklist, with the exception of those which indicate “if applicable”.

Who is Qualified to Complete the Competency Checklist?

An individual can administer the Competency Checklist if they meet or exceed the provider qualification for which they are reviewing. For the purpose of the Competency Checklist this person will be referred to as the assessor. The assessor can be employed by the same employer or can be an individual who is an Independent Provider. There may be multiple assessors who complete one individual’s Checklist. All assessors must identify themselves on the Competency Checklist.

For individuals completing the Competency Checklist to become an Intervention Specialist the following individuals can be an assessor:

- Intervention Specialist;
- Evidence-Based Model (EBM) Intervention Specialist;
- Intervention Professional;
- Evidence-Based Model (EBM) Intervention Professional

How do I complete the Competency Checklist?

The assessor must assess each competency area with the individual as identified on the Checklist. If a section is not checked as determining proficiency, the staff will not meet the minimum requirements to provide services as an Intervention Specialist. The Checklist can be completed in the following ways:

Direct Observation: the assessor will observe the individual completing the tasks on the checklist while they are interacting with a client.

Interview/Role-play: the assessor will ask the individual questions in which responses would indicate that the staff could demonstrate the minimum content requirements.

Multiple: the assessor will use a combination of observations and interviews/role-play to demonstrate the individual’s competency in specified content areas.

It is recommended that the staff review the content areas prior to completing the Competency Assessment with the assessor so that they are familiar with the content and competency areas.

How long will it take me to complete the Competency Checklist?

The amount of time it takes to complete the Competency Checklist varies from individual to individual. If an individual can demonstrate proficiency and skills are signed off on by the assessor, completing the Competency Checklist may not take long. If the individual is unable to demonstrate proficiency, the assessor may provide them with feedback and/or additional resources to be utilized to gain further knowledge in that specific skill or area. The assessor can then re-assess those skill areas. In these situations, the assessor would not check the box identifying the individual had “proficiency determined”. The assessor may write notes on why the individual did not demonstrate proficiency, feedback give or references to resource materials and re-assess the competency area at a later date. When the individual does have proficiency determined, the assessor will check the box on the Checklist and include the date in which it was determined.

Can I change or modify the Competency Checklist?

The Competency Checklist is a Department of Health & Welfare approved form and will be referenced in the Medicaid Provider Handbook. No modifications should be made to this document. If you have questions about the form or have identified an error, please email FACSCchildrensDD@dhw.idaho.gov