

**School-Based Services Instructions for**  
**Completing the Department Approved Competency Checklist for Intervention Specialists**  
**(16.03.09.855.03.b.iii.1)**

To provide Children’s Habilitation Intervention Services as an Intervention Specialist, individuals must meet the competency requirements by *completing one (1) of the rule requirements* (i.e. they may complete the 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 utilizing the Competency Checklist must demonstrate proficiency by performing each applicable skill listed on the Checklist.

**Who is Qualified to Assess for Competency?**

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

The assessor may be one of the following:

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

**How to complete the Competency Checklist?**

The assessor must assess each competency area with the individual as identified on the Checklist. Once the individual demonstrates proficiency in a competency area, the assessor will check the appropriate box in “proficiency determined”, initial, and date and the individual will initial. 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 participant/student.

Interview/Role-play: the assessor will ask the individual questions in which responses would indicate that the individual 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 individual review the content areas prior to completing the Competency Checklist with the assessor so that they are familiar with the content and competency areas. The individual does not meet the minimum requirements to provide services as an Intervention Specialist until they have demonstrated proficiency in all competency areas.*

**How long will it take an individual 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, 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 later. In these situations, the assessor would not check the box identifying the individual had “proficiency determined”, initial, or date until the individual does have proficiency 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 the Competency Checklist. If you have questions about the form or have identified an error, please email [angie.williams@dhw.idaho.gov](mailto:angie.williams@dhw.idaho.gov).