

Forms must be completed and turned into SDC no later than October 15th, 2021.  
 DSP's will receive notice of approval via Accel Trax message.

Name: \_\_\_\_\_ Date Of Review: \_\_\_\_\_

Employee Number: \_\_\_\_\_ Current DSP Level: \_\_\_\_\_ A Driver: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Date of Hire: \_\_\_\_\_ Years of Service: \_\_\_\_\_ Most Recent Evaluation Score: \_\_\_\_\_  
 Number of Owned Hours: \_\_\_\_\_ Med Certification: 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_  
 Disciplinary action in the last 12 months: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, position on progressive disciplinary plan: Verbal \_\_\_\_\_ Written \_\_\_\_\_ Susp. \_\_\_\_\_  
 Service at # of sites and hours served at each (List): \_\_\_\_\_

DSP 1	DSP 2	Lead DSP	Expert DSP
All _____ Eligible after 1 year _____ Eligible Driving status _____ Med Certification 1 _____ No Expired Med Certification 1 _____ No Expired Aegis, FA/CPR _____ Eval score at least 3.0 _____ Cross trained at 2 or more sites _____ Worked at least 8 hours at each _____ Below suspension level on _____ progressive discipline _____ Average at least 16/hrs a week	\$ .50 _____ Eligible after 2 years _____ Eligible Driving status _____ Med Certification 2 or 3 _____ No Expired Med Certifications _____ No Expired Aegis, FA/CPR _____ Eval score at least 3.0 _____ Cross trained at 2 or more sites _____ Worked at least 8 hours at each _____ cross trained site _____ Below suspension level on _____ progressive discipline _____ Trained and serve as DSP Mentor _____ (serve at least 1 person during year) _____ Owns at least 30/hrs a week	\$1.00 _____ Eligible after 3 years _____ Eligible Driving status _____ Med Certification 2 and 3 _____ No Expired Med Certifications _____ No Expired Aegis, FA/ CPR _____ Eval score average greater than 3.0 _____ Cross Trained at 4+ or more sites _____ Worked at least 8 hours at each _____ cross trained site. _____ Below suspension level on _____ progressive discipline _____ Trained and serve as DSP Mentor _____ (serve at least 1 person during year) _____ Contingency Plan Training _____ Owns 40/hrs a week	\$1.50 _____ Eligible after 3 years _____ Eligible Driving status _____ Med Certification 2 and 3 _____ No Expired Med Certifications _____ No Expired Aegis, FA/ CPR _____ Eval score average greater than 3.0 _____ Cross Trained at 4+ or more sites _____ Worked at least 8 hours at each _____ cross trained site. _____ Below suspension level on _____ progressive discipline _____ Trained and serve as DSP Mentor _____ (serve at least 1 person during year) _____ Contingency Plan Training _____ Owns 40/hrs a week

\*Note: Any change in status effecting qualifications for DSP step status will take effect immediately.  
 \*Expired med certification, FA/CPR, and Aegis is zero grace period from actual expiration date. Expiration of Med cert 1, FA/CPR, and Aegis will result in step down to DSP 1. Any medication certification expiration in 2 or 3 will result in step down to otherwise qualified DSP level.  
 Additional Comments: \_\_\_\_\_

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

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
 After completion, distribution of the form should be completed within 24 hours.

Original to SDC

Copy to HR Coordinator

Copy to Supervising Manager

Copy to Employee

(If Evaluation is completed at a location where there is not access to a copier then it is the responsibility of the coach to make copies and distribute)

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