### Critical Event Competency Guide

**Children’s Services Worker**

<table>
<thead>
<tr>
<th>Worker:</th>
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<tbody>
<tr>
<td>Assigned Program Area:</td>
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<tr>
<td>Circuit/County:</td>
</tr>
<tr>
<td>Supervisor:</td>
</tr>
<tr>
<td>Program Manager (if applicable):</td>
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<tr>
<td>Circuit Manager:</td>
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<tr>
<td>Field Support Manager (if applicable):</td>
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<tr>
<td>Regional Director:</td>
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1. Employee start date with CD:

2. Training History from Employee Learning Center:
   - OJT Completion:
   - Date Completed
   - Supervisor Signature
   - Annual 210 training

3. History of Job Experience:

4. Caseload size:

5. Case Review of Critical Event (see CD-164):
   - Timeliness
   - Adherence to Policy
   - Patterns
   - Documentation

6. Case Review of Current Caseload:
   - Timeliness
   - Adherence to Policy
   - Patterns
   - Documentation
   - Overall Outcomes for Program Area

7. Systems Access
   - FACES, FAMIS, MACSS, Social Security, etc.

8. Most recent PERforM rating:

9. Previous Personnel Actions:

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10. Attendance/Absences:
   - Comp time

11. Travel expenses vs. Calendar/Narrative
   - State Car Use

12. Extenuating Circumstances:
   - Change of supervision
   - Turnover
   - Vacancies

13. Worker Interview:
   - Employee Incident Report Completed, if applicable

14. Consultation with Personnel Unit

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<tr>
<th>Competency Assessment Decision:</th>
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<tbody>
<tr>
<td>- No further action</td>
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<tr>
<td>- Recommend Additional Training</td>
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<tr>
<td>- Recommend Disciplinary Action</td>
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Assessment Completed by:
Date: 
Approved: 
Date: 

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