## Appendix A2. Abbreviated Directions for an ASTDD S/TOHP Competencies Assessment

- The S/TOHP director will need to determine time available for completion of forms and discussion, which individual team members or consultants will complete the assessment process, who will collect and summarize the individual forms, who will facilitate the discussions, and who will write a summary report with recommendations**.**

- Prior to the team members completing any of the tools, the program director or whoever will be the facilitator should review with the team the purpose of the assessment process, the tools involved and expectations for using the results. An ASTDD consultant may be available to assist in the process.

- Team members as a group should schedule about an hour for discussion and completion of the *Guidelines Program Assessment Tool (Appendix E*).

- Team members can complete the Abbreviated Program Competencies Assessment (Appendix B) individually and then come together for a discussion comparing their perceptions, or the entire assessment form can be completed as part of a group process. The person leading the discussion should email the completed form to all team members and anyone facilitating further discussions.

- Everyone will need access to a complete copy of the *Competencies for State/Territorial Oral Health Programs* document that includes the tables of examples of all four Skill Levels for each Competency to assess their own skills as well as an electronic copy of *Appendix C, Individual Competencies Assessment Tool*. The descriptions are only examples of specific skills for each level. Before starting this task, the team needs to decide if the ratings SHOULD OR SHOULD NOT be interpreted as just the level of skill you are using in your current job position or the level you feel confident you can generally perform. This will make a difference if some people have skills that are not being used effectively. After completing the form, print the completed tool for your use and email it to the designated person who will transfer the numeric ratings into the *Summary Program Competencies Assessment Tool.*

- *Summary Program Competencies Assessment Tool (Appendix D).* Record the names of the team members and their initials. If any team members have the same initials, use a 1 or 2 designation at the end. Email electronically or provide copies of the individual forms and the Program Competencies Assessment Tool containing the individual assessment scores to the person who will be facilitating Step 5. Also email the summary form to each person participating in the assessment.

- Prior to the day of the onsite session. If using an ASTDD facilitator or someone outside the S/TOHP, provide them with documents or links to documents at least 2 weeks prior to the onsite session that will help them get to know the staff and the program. This may include:
  - Organizational chart of the S/TOHP
  - Short resumes or biosketches and scopes of work
  - State/Territorial Oral Health Improvement Plan
  - Any other S/TOHP reports and webpages
  - List of important partners/stakeholders, coalitions, or advisory groups.

- Assemble all members of the team for a 2-4 hour meeting, depending on how many team members are participating, and ask them to bring printed copies of the completed Summary Program Competencies Assessment form as well as their own Individual Competencies Assessment form and the completed Appendix B and Appendix E.

- See the Detailed Instructions for the facilitator in *Appendix A* for a suggested process for an in-person session as well as developing a report and an *Action Plan (Appendix G.)*

- A *Competency Assessment Evaluation Form (Appendix F)* is available for all participants to provide feedback electronically on the Assessment process and its usefulness. Results can be compiled by the program director or facilitator.

- Review *Appendix H for Professional Development Resources* for possible learning opportunities and skill development.