



Direct Support Professional Duties

- ▶ Walk through (check every room), sign the Sign-In Sheet, and call in the Payroll System.
- ▶ Document in The Daily Log Book, hourly.
- ▶ Complete Staff's Daily Checklist.
- ▶ Read each individual's Service Funding Plan, IP, NCP, 45 Day Nursing Assessment and if applicable, their Behavior Plan and Seizure Chart.
- ▶ Sign the training sheet of each individual's IP, NCP, 45 Day Nursing Assessment and if applicable, their Behavior Plan and Seizure Chart.
- ▶ Clean and dust daily (all rooms).
- ▶ Check the laundry hamper daily for soiled clothes and linens.
- ▶ Check refrigerator for outdated food; make sure the refrigerator is clean.
- ▶ Make sure the PMOF is current and accurate.
- ▶ Review the MAR for blank spaces.
- ▶ Keep individuals engaged in productive interactions.
- ▶ Call the House Manager for all issues (always leave a message).
- ▶ Call the Nurse for all medical issues (always leave a message).
- ▶ Do a 3 Way Check when administering medication.
- ▶ Monitor the Outing Log weekly.
- ▶ Make sure the individual's goals are being completed and documented.
- ▶ Ensure well-balanced meals are provided and recorded on the Weekly Food Menu.
- ▶ Maintain proper hygiene of individuals, ensuring they are properly groomed and dressed.

Print Name: _____

Date: _____

Signature: _____