FREE TOOLKIT FOR TRAINING AND HR LEADS

DSP training and HR toolkit: index

13 free tools, 25 files, in the order of a staff member's time with you. Each tool's page has the details. Folders in the .zip match the stages below. Read November 15, 2026.

Stage	Tool and its page	Files in the .zip
Hire Write the job and ask the same questions of every candidate.	**DSP job description template** special-learning.com/for-organizations/behavioral-health/dsp-job-description-template/	dsp-job-description-template.docx, dsp-job-description-template.pdf
Onboard Plan the first 90 days and watch the competencies show up on shift.	**DSP onboarding checklist** special-learning.com/for-organizations/behavioral-health/dsp-onboarding-checklist/	dsp-onboarding-checklist.docx, dsp-onboarding-checklist.pdf, dsp-onboarding-tracker.xlsx
	DSP competency observation checklist special-learning.com/for-organizations/behavioral-health/dsp-competency-checklist/	dsp-competency-observation-checklist.pdf
	NADSP Code of Ethics onboarding guide special-learning.com/for-organizations/behavioral-health/nadsp-code-of-ethics-onboarding-guide/	NADSP-Code-of-Ethics-nine-activities.pdf
Every shift Write down what happened, hand off and plan for hard moments.	**DSP daily notes template** special-learning.com/for-organizations/behavioral-health/dsp-daily-notes-template/	dsp-daily-notes-template.docx, dsp-daily-notes-template.pdf
	DSP shift change report template special-learning.com/for-organizations/behavioral-health/dsp-shift-change-report-template/	dsp-shift-change-report-template.docx, dsp-shift-change-report-template.pdf
	DSP incident report template special-learning.com/for-organizations/behavioral-health/dsp-incident-report-template/	dsp-incident-report-template.docx, dsp-incident-report-template.pdf
	ABC data sheet for DSPs special-learning.com/for-organizations/behavioral-health/abc-data-sheet/	abc-data-sheet-for-dsps.docx, abc-data-sheet-for-dsps.pdf
	Crisis plan template special-learning.com/for-organizations/behavioral-health/crisis-plan-template/	crisis-prevention-plan-template.docx, crisis-prevention-plan-template.pdf
Train Plan the year and keep the record of who attended.	**Staff training sign-in sheet** special-learning.com/for-organizations/behavioral-health/staff-training-sign-in-sheet/	staff-training-sign-in-sheet-template.xlsx, staff-training-sign-in-sheet-template.pdf
	DSP annual training plan template special-learning.com/for-organizations/behavioral-health/dsp-annual-training-plan-template/	dsp-annual-training-plan-template.xlsx, dsp-annual-training-plan-template.pdf
Evaluate Rate what you saw, then tie growth to training.	**DSP performance evaluation template** special-learning.com/for-organizations/behavioral-health/dsp-performance-evaluation-template/	dsp-performance-evaluation-template.docx, dsp-performance-evaluation-template.pdf
	DSP supervision log template special-learning.com/for-organizations/behavioral-health/dsp-supervision-log-template/	dsp-supervision-log-template.docx, dsp-supervision-log-template.pdf

The whole toolkit, one download: special-learning.com/for-organizations/behavioral-health/dsp-training-toolkit/
Competency areas: nadsp.org/resources/competency-areas/ · Special Learning · special-learning.com/for-organizations