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**Chronic Disease Competencies Assessment Tool**

**Self-Assessment Instructions**

If you have questions about the tool or need technical assistance, please email info@chronicdisease.org.

**To complete a self-assessment as an employee the first time:**

1. Click this link: [**https://tools.chronicdisease.org**](https://tools.chronicdisease.org/) and choose the Employee Portal.
2. Choose the Create Account option. Enter your email address and a password of your choice.
3. Please remember your password. Once you’ve done that, click SUBMIT.
4. In the Navigation Menu on the left or on the main screen under *Get Started!* click Take Assessment to begin the assessment.  Instructions are at the top of the page.

**To complete a self-assessment as a manager the first time:**

1. Click this link: [**https://tools.chronicdisease.org**](https://tools.chronicdisease.org/)and choose the Manager Portal.
2. Choose the Create Account option. Enter your email address and a password of your choice.
3. Please remember your password. Once you’ve done that, click SUBMIT.
4. On the left side of the screen, in the 3rd section *Self Assessments* choose Self Assessment.  Instructions are at the top of the page.

**To start the assessment:**

1. There are 52 sub-competencies randomized and split into sections. Please consider your competency level for each sub-competency provided and select the appropriate radio button:
	* 1 being “no skill or competence in this sub-competency”
	* 5 being “expert, extremely skilled or competent”
	* Choose “not relevant” if the sub-competency is not applicable to your current position
2. A radio button must be selected for each sub-competency.
3. When you’re finished, click SUBMIT.

**To review and start the individual development plan:**

1. After clicking SUBMIT, you will be taken to a screen *Success! “Your submission was successful!”* Click the Add notes to the assessment button.
	* If you logged-out after completing your assessment, but before completing your development plan:
	* Employees should click Add Notes in the Navigation Menu on the left to use the Individual Professional Development Plan Builder.
	* Managers should click Add Notes in the Navigation Menu on the left. Under *Add Notes*, you will need to choose your email address from the drop-down menu and click Search.
2. You can open each Competency Area to the sub-competency level, in order to review strengths and areas for improvement, based on your ratings.
3. Answer the questions in each Competency Area:  objectives, actions and timeframe.
4. When you’ve finished, scroll to the bottom of the page and click UPDATE.

**When you have completed both the assessment and the associated individual development plan:**

1. Click View Assessments.
2. You can review your assessment data and associated plan by scrolling down the page.
3. You can download the plan by clicking Download Data at the top of the screen under *Add notes*.