



Leader Standard Work - Deputy Director of Field Operations

Month: _____

Action/ Meeting	Deliverable	Status
Week 1		
	Review backlog & OOH pop. accountability	
	Lead backlog & OOH pop. accountability mtng.	
	Deputy Director mtng.	
	Follow up on countermeasures	
	ER meeting and take action as required	
Week 2		
	Review backlog & OOH pop. accountability	
	Lead backlog & OOH pop. accountability mtng.	
	Deputy Director Meeting	
	ER meeting and take action as required	
Week 3		
	Review backlog & OOH pop. accountability	
	Lead backlog & OOH pop. accountability mtng.	
	Deputy Director Meeting	
	Follow up on countermeasures	
	ER meeting and take action as required	
Week 4		
	Review backlog & OOH pop. accountability	
	Lead backlog & OOH pop. accountability mtng.	
	Deputy Director Meeting	
	ER meeting and take action as required	
Daily		
	Dashboard	
	E-mail	
Annual		
	June - evaluate Bus. Rev. metrics and adjust as required including targets	
	Participate in Annual Strategic Planning	
	Visit every DCS Field office at least 1X/year	

Action/ Meeting	Deliverable	Month	Status	Comment
Monthly				
	1:1 with Hotline Administrator			
	1:1 with Training Administer			
	2:1 with Central and Southwest Region Program Administrators			
	1:1 with Correspondence Control Project Manager			
	1:1 with Southwest Region Program Administrator			
	1:1 with Central Region Program Administrator			
	1:1 with Prevention Administrator			
	1:1 with Pima Region Program Administrator			
	1:1 with Southeast Region Program Administrator			
	1:1 with Northern Region Program Administrator			
	Program Administrator (PA) mtng./Business Review			
	Review TDM output data and take action as required			
	Review personal mileage reimbursement and action based on trends			
	Monitor field staff overtime usage			
	Business Review			
	Review progress of regular report creation and submission			
	Regional financial review against budget			
	Executive Team mtng.			
	MMIC & DCS Field Leadership (bimonthly)			
	Review CM FCRB Attendance Report and take action as required			
	CMDP/AHCCS Meeting			
Quarterly				
	Service approval matrix review and update			
	Review property strategy & ensure activities are aligned with field needs			
	Attend Central Region Quarterly Supervisor Meeting			
	Attend Central Region APM meeting just prior to Quarterly Sup. Mtng.			
	Attend Southwest Region Quarterly Supervisor Meeting			
	Attend Southwest Region APM meeting just prior to Quarterly Sup. Mtng.			
	Attend Southeast Region Quarterly Supervisor Meeting			
	Attend Southeast Region APM meeting just prior to Quarterly Sup. Mtng.			
	Attend Pima Region Quarterly Supervisor Meeting			
	Attend Pima Region APM meeting just prior to Quarterly Sup. Mtng.			
	Attend Northern Region Quarterly Supervisor Meeting			
	Attend Northern Region APM meeting just prior to Quarterly Sup. Mtng.			
	Meet with Pinal County Presiding Judge			
	Meet with Maricopa County Presiding Judge			
	Meet with Yavapai County Presiding Judge			
	Meet with the Pima County Presiding Judge			
	Meet w/ leader of Health & Human Services Committee (Senate)			
	Meet w/ leader of Child & Family Services Comm. (House)			
	FCRB/CASA mtng.			
	Hotline Tool			
	Review list of temporary staff on the 3rd month of each quarter			