Month

## Leader Standard Work - Adoption Program Supervisor

STATE OF ARIZONA	Updated: 03/10/21	Week 1		Week 1 Week 2						Week 3			Week 4				П	Week 5						
	Daily Activities	М	Т	W	Т	F	М	T	W	TI	- N	T	W	Т	F	М	Т	W	ΤI	F	M 1	W	Т	F
	Review and respond to all incoming correspondence																							П
	Review activities and assign follow-up actions as required																							Г
	Staff urgent case circumstances and meet with specialists as needed																							Г
	Review and assign all case transfers as needed																							
	Review and approve/deny service referrals-provide for upline approval as need																							П
	Review court reports, court orders, and minute entries as needed																							Г
	Review and approve FFAs as needed																			T				
	Participate/support Team Decision Making meetings as needed																			T				
	Address client concerns (phone calls, walk-ins, Ombudsman, FAO)																			T				
	Review Transfer Board																			T				
	Review and sign travel claims as needed																			T				Γ
	Respond to Title IV-E inquiries																			T				
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Day of week	Weekly activities	Week 1	Week 2	Week 3	Week 4	Week 5
WCCK	Update Huddle Board and Process Adherence data					
	Review countermeasures to prepare for Huddle Board Meeting					
	Conduct Unit Huddle Board Meeting					
	Ensure supervision staffings are scheduled for the following week					
	Conduct scheduled staffings using Supervisory Case Progress Review					
	Collect and provide data to PM (i.e. case plans and monthly staffings)					
	Review Tableau, assign follow-up actions as needed (i.e. case plan compliance)					
	Review AFCARS erros and assign follow-up actions as required					
	Review FCRB monthly schedule and reports					
	Participate in Section Huddle Board Meeting					
	Observe and mentor Specialists in the field and in court					
	Meet with new workers as required					
	Verify pre-approval for overtime					
	Review and approve timesheets (every other week)					
	Follow up on current/outstanding HR/employee issues					
	Review and approve service authorizations					
	Review and clean up more information requests in JAX					
	Roll up clinical completion data to PS					
	Gemba kanbans for the purpose of problem solving					
	Validate all onboarding activities occurred and New Specialist Trainee Learning					
	Track is completed				_	
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Week of month	l N	onthly Activit	ies		Status			Due	Done
	Conduct unit meeting					Follow Up/To Do Items	For Who	Date	Date
	1:1 coaching with ea			1AP)					
	Complete 22 week tr								
	1:1 with Program Ma								
	Attend community/p	rovider meetir	gs (as applio	cable)					
	Check/take action or Attend case plan staf	n excess leave f	or direct rep	orts					
	Attend case plan staf	ffings (1 Specia	list per mon	th)					
	Ensure completion of	Clinical Superv	sion on requ	ired cases					
	1:1 Coaching Session	with Supervis	on Coach						
								+	
Month of									
	Qı	uarterly Activi	ies		Status				
Quarter	Attend Region Super	visor Meeting							
	Attend Sectionwide I								
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# of Month(s)	Annua	ıl/Bi-Annual A	tivities		Status				
(-)				11\					
	Complete MAP evalu	iations (annuai	ly or as need	iea)					
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	Monthly 1:1	with Direct Re	ports						
Name		Week 1 Wee	c 2 Week 3	Week 4	Week 5				
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