Month

Leader Standard Work - In-Home Program Supervisor

Updated: 03/10/21	Week 1			Week 2				Week 3					Week 4				Week 5					
Daily Activities	М	Т	W	T	F	М	Т	W	T F	М	T	W	Т	F	М	ΤV	V 1	F	M	Т	W	Т
Check action request/status communication and report screen																						
Check activities and assign follow up actions as needed																						
Review and respond to all incoming correspondence																						
Staff urgent case circumstances and meet with specialists as needed																						
Review and assign all case transfers as needed																						
Review and approve/deny service referrals-provide for upline approval as nee																						
Review court reports, court orders, and minute entries as needed																			Î			
Review and approve assessments and FFAs as needed																			Î			
Participate/support Team Decision Making meetings as needed																			Î			
Address client concerns (phone calls, walk-ins, Ombudsman, FAO)																			Î			
Review and sign travel claims as needed																			Î			
Respond to Title IV-E inquiries																			Î			
Follow Court Authorized Removal Applications through completion																			Î			
Review transfer board																				\Box		
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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 (rural)/PS (urban) (i.e. In/Home tracking metrics)					
	Review Tableau and assign follow-up actions as needed (i.e. overdue reports)					
	Review AFCARS errors and assign follow-up actions as needed					
	Review case plans for reasonable candidacy					
	Track upcoming court dates					
	Participate in Section Huddle Board Meeting					
	Meet with new workers as applicable					
	Observe and mentor Specialists in the field and in court					
	Verify pre-approval for overtime					
	Review and approve timesheets (every other week)					
	Follow up on current/outstanding HR/employee issues					
	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					

Week of month	Monthly Activities S					Status			Due	Done
week of illolitii	Conduct unit meetir			onvision		Status	Follow Up/To Do Items	For Who	Date	Date
					A D)				Date	Date
	1:1 coaching with ea									
	Complete 22 week t 1:1 with Program M	rainee pe	rtormanc	e evaluat	ions					
	Attend community/	anager orovider r	neetings	las annlic	ahle)					
	Check/take action o	n excess l	eave for o	direct rep	orts					
	Attend case plan sta									
	Ensure completion of Clinical Supervision on required cases 1:1 Coaching Session with Supervision Coach				red cases					
					-					
Month of										
Month of		uarterly A	Activities			Status				
Quarter	Attend Region Supe	-								
	Attend Sectionwide	Meeting	cting							
# of Month(s)	Annu	al/Bi-Ann	ual Activ	ities		Status				
	Complete MAP eval	uations (a	nnually c	r as need	led)					
	Complete WAI CVal	uations (a	inidally C	n as necu	icu)					
A1	Monthly 1:1	with Dire	ct Repor	ts						
Name		Week 1	Week 2	Week 3	Week 4	Week 5				
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