

## Leader Standard Work - Mixed Unit Program Supervisor Month

Updated: 03/10/21		Week 1				Week 2					Week 3				Week 4				Т	Week 5			1
Daily Activities	Μ	Т	W	Т	F	Μ	Т	W	Т	FN	1 T	W	Т	F	Μ	T۱	W	ΤF	Μ	Т	W	TF	
Review and assign reports, staff as needed, and update log																							
Check action request/status communication and report screen																							
Review prior day/weekend reports requiring follow-up																							
Review activities and assign follow-up actions as required																							
Review and respond to all incoming correspondence																							٦
Staff at key decision-making points - (Supervisory Case Progress Review)																							
Staff urgent case circumstances and removals																							
Review cases for closure/transfer - (Administrative Case Record Review Tool)																							
Review and approve assessments and FFAs																							
Review court reports, court orders, and minute entries																							
Participate/support Team Decision Making meetings as needed																							
Review and approve/deny service referrals-provide for upline approval as needed																							
Address client concerns (phone calls, walk-ins, Ombudsman, FAO)																							
Update Transfer Board and notify Transfer Board Owner																							
Review and sign travel claims as needed																							
Respond to Title IV-E inquiries																							
Follow Court Authorized Removal Applications through completion																							

Day of week	Weekly activities	Week 1	Week 2	Week 3	Week 4	Week 5
WEEK	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 PS (i.e. safety decisions and clinicals)					
	Review Tableau, assign follow-up actions as needed (i.e. overdue, response)					
	Follow up on closures, transfers, and overdue reports					
	Attend supervisor section meeting (2x a month)					
	Participate in Section Huddle Board Meeting					
	Observe and mentor Specialists in the field and in court					
	Meet with new Specialists as required					
	Verify pre-approval for overtime					
	Review and approve timesheets (every other week)					
	Follow up on current/outstanding HR/employee issues					
	Review AFCARS errors for unit and assign follow-up actions as required					
	Review and respond to FCRB inquiries					
	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 A	Activities			Status			Due	Done
	Conduct unit meetir			ervision			Follow Up/To Do Items	For Who	Date	Date
	1:1 coaching with ea				AP)					
	Complete 22 week t									
	1:1 with Program M	anager	nonnane	e evaluati	10115					
	Attend community/		neetings	as applica	able)					
	Check/take action o	n excess l	eave for c	lirect repo	orts					
	Attend case plan sta	affings (1 S	Specialist	per mont	h)					
	On-call/after hours	calls rotat	ion (abou	t every 8	weeks)					
	Ensure completion of Clinical Supervision on required cases				ed cases					
	1:1 Coaching Session	n with Sup	pervision (	Coach						
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Month of										
Quarter	C	Quarterly	Activities			Status				
Quarter	Attend Region Supe	rvisor Me	eting							
	Attend Sectionwide	Meeting								
# of Month(s)	Annu	al/Bi-Ann	ual Activi	ities		Status				
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	Complete MAP eval	uations (a	nnually o	r as neede	ed)					
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	Monthly 1:1	with Dire	ect Repor	ts				1		
Name		Week 1	Week 2	Week 3	Week 4	Week 5				1
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