

## **Leader Standard Work - Section Program Specialist**

Updated: 4/14/22		V	Vee	k 1			W	eek	2		1	Veel	k 3			We	ek	4		V	Vee	k 5	
Daily Activities	N	ΛT	W	T	F	М	Т	W	Т	F	/I T	W	T	F	М	T	W	Т	F	M T	W	Т	F
Review and respond to all incoming correspondence																							
Create Cases and Process Case Transfers																							
Update transfer board and transfer log																							
Update Investigation Equalization Reports (As Needed)																							
Equalize/Assign in house visitation (As Needed)																							
Complete eAccess searches (As Needed)																							
Complete Lexis Nexis search requests (As Needed)																							
Complete Field Locate referrals																							
Assist Field Staff with Guardian issues and elevate, as needed																							
Submit Correction Requests (As Needed)																							
Review and Distribute Clean Up lists																							
Complete actions for Clean Up lists																			1				
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Day of week	Weekly activities	Week 1	Week 2	Week 3	Week 4	Week 5
Monday	Update Visual Management Data for Section Level Huddle Meetings					
Monday	Complete Regionwide Field Weekly Accountability report					
	Collect, gather, and review hand counts					
	Participate in Section Huddle					
	Attend PM Accountability (As Needed)					
	Pull AFCAR errors and send to Supervisors and Specialists to address					
	Gather documentation for Runaway/Missing Children per policy (Bi-Weekly)					
	to determine whether Specialists accurately completed locate efforts					
	Review Reporting - Runaway and Missing Chidren Advanced Find for accuracy					
	and update placement and/or Missing Detail window accordingly					
	Update Ongoing Equalization (As Needed)					
	Distribute missing QRTP reasonable effort findings					



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Week of month	Monthly Activities	Status	Follow Up/To Do Items	For Who	Due Date	Done Date
	Prepare Section Scorecard Data to submit to MA					
	Collect prior month's Supervisor Safety Kanban and provide					
	hand counts to MA					
	1:1 with Program Manager					
	Attend Special Workgroups Meetings (As Needed)					
	Attend Program Specialists Monthly Meeting					
	Attend Mangement Meeting					
Quarter of Month	Quarterly Activities	Status				
	Assist PM with Quarterly Section Meeting & Attend Section Meeting					
	Review Holiday Coverage Roll Up (As Needed)					
# of	Annual/Bi-Annual Activities	Status				
Month(s)	Ailliuai/ Di-Ailliuai Activities	Status				