Leader Standard Work - TDM Facilitator

Month

Updated: 03/15/2021

Daily Activities	Week 1					Week 2					Week 3					Week 4					Week 5				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Review TDM calendar / Check TDM mailbox																									
Review TDM referrals / staff with DCS field staff as needed																									
Schedule TDMs as based on reviewed referrals																									
Facilitate TDMs as defined in TDM procedure																									
Complete TDM summary reports																									
Upload TDM summary reports into electronic record																									
Input TDM data into the weekly tracking sheets																									
Input TDM data into statewide TDM database																									
Follow up with staff emails and phone calls																									
Update Outlook calendar																									

Day of week	Weekly activities	Week 1	Week 2	Week 3	Week 4	Week 5
	Attend to TDM (rooms): supplies, forms, resources are updated and available					
	Attend Section Huddle Board Meeting					
	Email weekly TDM tracking sheets					
	Review and update Missing TDMs spreadsheet (as needed)					
	Schedule TDMs based on Missing TDMs spreadsheet (as needed)					

Week of month	Monthly Activities	Status		Follow Up/To Do Items	For Who	Due Date	Done Date
	Participate in 1:1 meeting with PM						
	Attend section management meeting						
	Attend regional TDM facilitator meeting						
	Review/update TDM database as needed						

Month of Quarter	Quarterly Activities	Status					
	Attend section meeting						
	Attend unit meetings						
	Attend statewide TDM facilitator meeting						
	Review list of 14/16/18 youth: schedule TDMs as needed						
	Participate in 1:1 with TDM Regional Advisor						

# of Month(s)	Annual/Bi-Annual Activities	Status					