Leader Standard Work - YAP Program Supervisor

STATE OF AREZONA	Jpdated: 03/10/21		Week 1				Week 2				Week 3				Week 4					Week 5			
	Daily Activities		T۱	N 1	ΓF	M	T	W	Т	F	М	T W	T	F	М	T	W	T	FIN	VI T	W	Т	F
	Check action request/status communication and report screen																				\Box	П	
	Review activities and assign follow-up actions as needed																					П	
	Review and respond to all incoming correspondence																						
	Staff urgent case circumstances and meet with specialists as needed																					П	
	Review and assign all case transfers/incoming cases as needed																					П	
	Review and approve/deny service referrals-provide for upline approval as need																					П	
	Review court reports, court orders, and minute entries as needed																					П	
	Review and approve FFAs as needed																					П	
	Participate/support Team Decision Making meetings as needed																					П	
	Address client concerns (phone calls, walk-ins, Ombudsman, FAO)																					П	
	Review and sign travel claims as needed					Ī															\Box	П	
	Respond to Title IV-E inquiries					1															\Box	П	
	On-call/after hours calls, staffings, etc.					1															\Box	П	
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Day of						
week	Weekly activities		Week 2	Week 3	Week 4	Week 5
TT CCR	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. safety decisions and clinicals)					
	Review Tableau (i.e. visitation and case plan compliance)					
	Update/review court data/log					
	Review and respond to FCRB inquiries					
	Participate in Section Huddle Board Meeting					
	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 AFCARS erros and assign follow-up actions as required					
	Review cases for closure/transfer - (Administrative Case Record Review Tool)					
	Meet with new workers as required					
	Review and approve all subsidy packets					
	Review and approve all Independent Living 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					

Week of month	Monthly Activities				Status			Due	Done
Week of monen	Conduct unit meeting	•		n	Julia	Follow Up/To Do Items	For Who	Date	Date
	1:1 coaching with each								2410
	Complete 22 week tra								
	1:1 with Program Mar		iance evalu	ations					
	Attend community/pr		ngs (as ann	licable)					
	Check/take action on								
	Attend case plan staff	ings (1 Sneci	alist ner mo	nth)					1
	Ensure completion of C								
	Submit end-of-month		13.011 011 1 0	an ea eases					
	Review status of participation/completion of Independent								
	Living Skills training	, ,							
	Review status of requi	ested legal d	ocuments						
	Review status of requested legal documents Review cases where youth are turning 18 within 6 months,								
	90 days, and 30 days		_	•,					
	Review cases where yo	uth are turni	ng 21 within	90 and 30					
	days		_						<u> </u>
	Review over 18 cases for	or complianc	with volun	tary case					
	plan	•		•					1
	Ensure NYTD surveys a	re completed	(as request	ed)					
	1:1 Coaching Session w			,					
	Attend Region Superv								
	Attend Sectionwide M								
Month of	0	arterly Activ	tios		Status				
Quarter	Qu	arterry Activ	ities		Status				
# of Month(s)	Annual	/Bi-Annual A	ctivities		Status				
" or interior									
	Complete MAP evalua	ations (annua	lly or as ne	eded)					
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Name	Monthly 1:1 w			2 1 144 1 1 1	114/ : -				ļ
Name	V	Neek 1 We	K Z Week	3 Week 4	Week 5				1
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