Leader Standard Work - Statewide TDM Coordinator

Updated: 9/16/2020		W	eek	1		W	eel	k 2		١	Wee	k 3		٧	/eel	۷4		W	eek	5
Daily Activities	М	T	W	T F	· M	1 T	W	Т	F	M	T W	/ T	F	М	W	T	F N	T	W	T F
Provide TDM related content and technical support to field staff as needed																				
Respond to emails and phone calls																				
Review and update work plan(s) as needed																				
Update Outlook calendar									ı											
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Day of week	Weekly activities	Week 1	Week 2	Week 3	Week 4	Week 5
WCCK	Review Statewide TDM Database to ensure data is entered correct and on time					
	Review Missing TDM Spreadsheet to ensure TDM Facilitators are following up on missing TDMs					
	Attend Project Management Huddle					
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Week of month	Monthly Activities	Status	Follow Up/To Do Items	For Who	Due Date	Done Date
	Meet with Regional TDM Advisors					
	1:1 with Permanency & Youth Services Manager					
	Run flat file to check for missing data in Statewide TDM database					
	Review missing TDM spreadsheets to ensure it is up to date					
	Observe at least one TDM per month					
	Document TDM observations on TDM Observation/Evaluation Form					
	Provide feedback to the TDM Advisor, TDM Facilitator, and Program					
	Manager after observation					
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Month of	Quarterly Activities	Status				
Quarter	Develop an agenda and manage Statewide TDM Facilitators meeting					
	Coordinate and facilitate 5 day TDM Facilitator training					
	Complete 90 day observation of newly trained TDM facilitators (NW and					
	NE Regions only)					
	Update TDM information on SharePoint					
	Review and update TDM policy, procedures manual, and other TDM					
	documents					
	Research the latest TDM Best Practices and present at Statewide TDM					
	Facilitators meeting					
	Present TDM trends to Region PA (NW and NE Regions only)					
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# of Month(s)	Annual/Bi-Annual Activities	Status				
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