Month

Leader Standard Work - AHIT Program Supervisor

STATE OF AREZONA	pdated:03/10/21		Week 1			Week 2				Week 3				Week 4					Week 5					
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	Daily Activities	M	T	W	Т	F	M	T	w	T	F	VI I	W	T	F	M	Т	W	T	- 1	ИΙΤ	W	Т	F
	Validate prior day work completed and documented in assessment or notes																							
	Review and respond to all incoming correspondence																							
	Staff urgent case circumstances, removals, and safety plans																			T				
	Ensure reports are reassigned to appropriate Investigations Unit																			Ī				
	Enter Clinical Supervision																			T				
	Participate/support Team Decision Making meetings as needed																			Ī				
	Address client concerns																			Ī				
	Review and sign travel claims as needed																							
	Report kids at AHIT awaiting placement (Maricopa only)																			T				
	Prepare for and Conduct Shift handoff discussion																			T				
	Update logs																			Ī				
	Review and Address Process Adherence Data																							
	Update AHIT Calendar and review for staff coverage																			T				
	Review Court Authorized Removals prior to submission																			Ī				
	Follow Court Authorized Removal Applications until completion																			Ī				
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Day of	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					
	Collect and provide data to PM					
	Participate in Section Huddle Board Meeting					
	Observe and mentor Specialists in the field					
	Verify pre-approval for overtime					
	Review and approve timesheets (Bi-weekly)					
	Follow up on current/outstanding HR/employee issues					
	Complete Case Reviews (1 per employee) and send to PM					
	Review and clean up more information requests in JAX					
	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	
	Conduct unit meetii			pervision			Follow Up/To Do Items	For Who	Date	Date	
	1:1 coaching with ea										
	Complete 22 week t	trainee pe	erforman	ce evalua	tions						
	1:1 with Program M	lanager									
	Attend community/ Check/take action o	provider	meetings	(as appli	cable)						
	Check/take action o	n excess	leave for	direct rep	oorts						
			_								
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Month of						Status					
Quarter	Quarterly Activities										
Quarter	Attend Region Supervisor Meeting										
	Attend Sectionwide	Meeting									
# of Month(s)	Annu	al/Bi-Anr	ual Activ	ities		Status					
	Complete MAP eval	uations (a	annually	or as nee	ded)						
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Name	Monthly 1:1	WITH DIR	Week 2	Week 2	Week 4	Week 5					
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