



# Leader Standard Work - Mixed Unit Program Supervisor

Month

Updated: 03/10/21

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 and assign reports, staff as needed, and update log																									
Check action request/status communication and report screen																									
Review prior day/weekend reports requiring follow-up																									
Review activities and assign follow-up actions as required																									
Review and respond to all incoming correspondence																									
Staff at key decision-making points - (Supervisory Case Progress Review)																									
Staff urgent case circumstances and removals																									
Review cases for closure/transfer - (Administrative Case Record Review Tool)																									
Review and approve assessments and FFAs																									
Review court reports, court orders, and minute entries																									
Participate/support Team Decision Making meetings as needed																									
Review and approve/deny service referrals-provide for upline approval as needed																									
Address client concerns (phone calls, walk-ins, Ombudsman, FAO)																									
Update Transfer Board and notify Transfer Board Owner																									
Review and sign travel claims as needed																									
Respond to Title IV-E inquiries																									
Follow Court Authorized Removal Applications through completion																									

Day of week	Weekly activities	Week 1	Week 2	Week 3	Week 4	Week 5
	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 PS (i.e. safety decisions and clinicals)					
	Review Tableau, assign follow-up actions as needed (i.e. overdue, response)					
	Follow up on closures, transfers, and overdue reports					
	Attend supervisor section meeting (2x a month)					
	Participate in Section Huddle Board Meeting					
	Observe and mentor Specialists in the field and in court					
	Meet with new Specialists as required					
	Verify pre-approval for overtime					
	Review and approve timesheets (every other week)					
	Follow up on current/outstanding HR/employee issues					
	Review AFCARS errors for unit and assign follow-up actions as required					
	Review and respond to FCRB inquiries					
	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					

