



Leader Standard Work - OCWI Chief

Month: _____

Action/ Meeting	Deliverable	Completed	Date
Week 1			
	Review Data Update		
	Participate in PM Accountability Meeting		
	Huddle Board Meeting		
	OCWI Staffing Stats		
	Fatality/Near Fatality Posting Meeting		
	Update MAP notes		
	Follow Up on Countermeasures/Problem Solving		
	Follow up on HR/employee issues		
Week 2			
	Review Data Update		
	Participate in PM Accountability Meeting		
	Huddle Board Meeting		
	OCWI Staffing Stats		
	Fatality/Near Fatality Posting Meeting		
	Update MAP notes		
	Follow Up on Countermeasures/Problem Solving		
	Follow up on employee/HR issues		
Week 3			
	Review Data Update		
	Participate in PM Accountability Meeting		
	Huddle Board Meeting		
	OCWI Staffing Stats		
	Fatality/Near Fatality Posting Meeting		
	Update MAP notes		
	Follow Up on Countermeasures/Problem Solving		
	Follow up on employee/HR issues		
Week 4			
	Review Data Update		
	Participate in PM Accountability Meeting		
	Huddle Board Meeting		
	OCWI Staffing Stats		
	Fatality/Near Fatality Posting Meeting		
	Update MAP notes		
	Follow Up on Countermeasures/Problem Solving		
	Follow up on employee/HR issues		
Daily			
	Review Overdue Tracking		
	Tableau Report Reviews		
Follow Up Actions			

Action/ Meeting	Deliverable	Completed	Date	Comment
Monthly				
	1:1 OCWI Senior Child Safety Advisor			
	1:1 Deputy Director of Field Operations			
	1:1 OCWI Maricopa County Managers			
	1:1 OCWI Pima County Managers			
	1:1 OCWI Analyst Manager			
	1:1 OCWI Hotline Analyst			
	1:1 OCWI RAL			
	1:1 Executive Assistant			
	1:1 Director			
	1:1 Deputy Chief			
	Executive Budget & Business Review			
	OCWI Manager's Meeting			
	Program Administrators's Meeting			
	Shadow with Investigative Units			
	Attend Child Homicide Fatality Review Board meetings			
	Monitor Overtime Usage			
	Review applicant resumes & completed packets			
	Evaluate and address all Ombudsman issues			
	Participate in CPT or MDT meetings, if the need arises			
	Monitor equalization, if needed			
	Review Unusual Incident Reports regarding staff			
	Review all CVSA requests			
Quarterly				
	OCWI Unit Gembas			
	Business Operations Meeting			
	SW Supervisor Quarterly			
	Central Supervisor Quarterly			
	Pima Supervisor Quarterly			
	SW PM Meeting			
	Central PM Meeting			
	Pima PM Meeting			
	Review and Update OCWI Leader Standard Work			
	CC Screening Tool Review and Update			
	Attend community or partner meetings, as needed			
Annual				
Aug	Statewide Joint Investigations Report			
Sept	Statewide Fatality Report Meeting			