Leader Standard Work - Senior Child Safety Advisor Month:

STATE OF ARLECONA	Hadatada 0/2/10		Week 1 Week 2 Week 3 Week 4 Week												ak E	—							
	Jpdated: 9/3/19 Daily Activities		M T W T F M T W T F						Ιr	D.A	T	w	T	-	M T M T F				- 10	A T W T F			
	Respond to emails		IVI I	VV	'	Г	IVI	-	VV 1	+-	IVI	'	VV	•	<u> </u>	IVI	1 V	V	<u> </u>	IVI	<u> </u>	V I	+-
	Respond to phone calls/voicemails			\vdash					-	-					-					+		+	+
	Respond to all incoming correspondence			\vdash					-	-					-					+		+	+
	Check/Respond to OCWI Referral			+	_			+		-		_			-	+		+	+	-	\vdash	-	+
-	Check/Respond to At Rick Runaways referrals			\vdash													-			1	\vdash	-	+
	Check/Respond to At Risk Runaways referrals On-Call/After Hours calls - Safety Advisor			\vdash				_		-					-	-	_	-	-	+		+	+
	Chaff Investigation to ensure Child Cafety			\vdash	_				_	-		_				4		+		-	-	_	$+\!\!-$
	Staff Investigation to ensure Child Safety			₩				_		-				-		-	_	-	-	-	\vdash	-	₩
Davi	Monkly activities		14	look	. 1			14/6	ek 2	<u> </u>		14/	امما	, 2			14/0	ale /	_	-	14/0	ek 5	느
Day	Weekly activities Update Time Card		VV	/eek	. T			we	ek Z			VV	eek	()	+		We	ek 4	+		we	ек э	
_	Attend OCWI Management Huddle														-					+			—
-	Attend OCWI Management ridude Attend OCWI Accountability Call																			-			
	Review OCWI Overdue Reports - Tableau																			1			
-	Complete Grievances										_				\dashv					+			
-	Observe/Mentor OCWI Managers										_				\dashv					+			—
											_				\dashv					+			
	Observe/Mentor OCWI Investigators Review supervisor safety kanban					\dashv					 				+					+			—
																				-			
	Review Investigation Kanban										<u> </u>				+					-			
	Review 45+ Check List														_					-			
	Follow up on countermeasures																			-			
	On Call Manager's Rotation																						
																				-			
															_								
Month	Quarterly Activities	Status	Mon	th		Annual/Bi-Annual Activities							S	tatus	s								
	Attend Region Supervisor Quarterly				Review MAP with supervisor																		
	Attend Region Supervisor Quarterly				Kev	viev	N IVI	AP	WILII	sup	ervi	501											
																							—
	·																						

Mode	Monthly Activities			Ctatura	Follow Up	0	Toward	A atura I
Week	Intolling Activities			Status	Follow Op	Owner	Target	Actual
<u> </u>	1.1 WILL OCMI CHIEL					1	ļ	
	OCVVI Wanagers Weeting			 				
	1:1 with OCWI Chief OCWI Managers Meeting Audit FFA exceptions Review Safety Decisions - min 1 per month po Attend Community/Provider Meeting	a		 				
-	Review Safety Decisions - min 1 per month per	er unit						
	Attend Community/Provider Meeting							
	Follow Up	Owner	Target	Actual				
-								
-								
-								
-								
-								
				 				
<u> </u>						1	ļ	
<u> </u>						1	ļ	
				1		1		
				ļ				
				†			<u> </u>	
				 				
		1				<u> </u>		