

Leader Standard Work - Permanency Planning Supervisor

Updated: 03/15/21		Week 1				Week 2					Week 3				Week 4				Week 5		
Daily Activities	М	T	W	T	F	M	T	W	TF	M	T	W	ΤI	FIN	1 T	W	ΤI	F	M T	W	TF
Review and respond to all incoming correspondence																		T			
Address client concerns (phone calls, walk-ins, Ombudsman, FAO)																		Т			
Review activities and assign follow-up as needed																					
Check action requests/status communications and report screen																					
Review and assign all case transfers/incoming cases as needed																		T			
Review and approve/deny agency consents as needed																		Т			
Review social study's, court reports, court orders and minute entries as needed																					
Attend court hearings, CFTs, TDMs, and case plan staffings as needed																		Т			
Staff urgent case circumstances and meet with specialists as needed																		Т			
On-call/after hours calls, staffings, etc.																					
Conduct data research as needed																		T			
Review and approve/deny service approvals as needed																		Т			
Review and approve FFAs as needed																		Т			
Participate/support Team Decision Making meetings as needed																					
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Day of	Weekly activities	Week 1	Week 2	Week 3	Week 4	Week 5
week	·	WCCKI	WCCK 2	WCCK 3	WCCK 4	WCCK 3
	Observe and mentor specialists (field visits, CFT meetings, etc.)					
	Review and assign all incoming transfers as needed					
	Review transfer board/electronic version					
	Update Huddle Board and Process Adherence data					
	Conduct Unit Huddle Board Meeting					
	Participate in Section Huddle Board Meeting					
	Send weekly data to Program Manager and/or Program Specialist					
	Update and approve timecards					
	Review countermeasures to prepare for Huddle Board Meeting					
	Verify pre-approval for overtime					
	Meet with new workers as required					
	Follow up on current/outstanding HR/employees issues					
	Validate onboarding activities and New Specialist Training Learning Track is completed					
	Review Tableau, assign follow-up actions as needed (i.e. case plan compliance)					
	Review and approve timesheets (every other week)					
	Review and respond to FCRB inquiries					
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Week of month		Monthly Ac	tivities			Status		Follow Up/To Do Items	For Who	Due	Done
	Conduct unit meeti	ng & unit g	roup su	pervision						Date	Date
	1:1 coaching with each direct report (enter in MAP)										
	1:1 with Program Manager 1:1 Coaching Session with Supervision Coach										
	Track placement disruptions for the month Conduct clinicals with each Direct Report Submit end-of-month reports Attend Section Management Meeting Review and sign travel claims as needed										
	Check/take action on	excess leave	for dire	ct reports							
	Attend case plan st										
	Attend Match meetings an										
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Month of							-				
		Quarterly A	ctivities			Status					
Quarter	Attend Supervisor (Quarterly M	looting								
	Attend Supervisor Quarterly Meeting						-				
	Attend Section Meeting Stand by Supervisor (Rural areas only)										
	Staff cases with Casey Family Programs (as needed)										
# of Month(s)	Annu	ıal/Bi-Annu	al Activ	ities		Status					
" or ivioliting)					1 1)	Status					
	Complete MAP eva Complete mandato	luations (an	nually o	or as need	ded)		-				
	Attend Leadership	ry trainings Summit	(as nee	ueu)							
	Accerta Leadership	Jannin					l 				
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	Monthly 1:1	L with Direc	ct Repoi	rts			ıl				
Name		Week 1	Week 2	Week 3	Week 4	Week 5					
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