Month

Leader Standard Work - Regional Program Specialist

STATE OF AREZONA	Updated: 2/26/2021		W	eek	1			W	eek	2		٧	Vee	k 3			We	eek	4		W	eek	5	٦
	Daily Activities	М	Т	W	Т	F	М	T	W	Т	F	M T	W	Т	F	М	Т	W	T F	M	Т	W	Т	F
	Respond to calls/emails																							
	Respond to internal and external questions about ESSA										T													
	Respond to internal and external CYPM questions										T													
	Complete research for Grievances/Complaints																							
	Complete research for Change of Venue Request																							
	Complete research cases - Service Approval Matrix																			Ī				
	Complete research for Unknown Reports assigned to PA										T													
	Assist with field related issues (as needed)																							
	Address court concerns										T													
																								7

Day of week	Weekly activities	Week 1	Week 2	Week 3	Week 4	Week 5
	Weekly Regional Huddles					
	Weekly PM Accountability Call Regional Representative for Local Initiatives Track late court report complaints					
	Regional Representative for Local Initiatives					
	Track late court report complaints					

Week of month	Monthly Activities	Status	Follow Up/To Do Items	For Who	Due Date	Done Date
	Monthly Business Review					
	Monthly Program Specialist Meeting					
	CYPM Meeting (as needed)					
	SCIR Mapping Sessions					
	1:1 with Program Administrator					
	Quality Review Assessments and Ongoing					
	Review Assessments/Ongoing - Quality Triggers					
	Review Assessments/Ongoing - Quality Triggers CMDP Rapid Response list review and email communication					
	ICWA Data Clean Up					
	TDM Monthly Meeting					
	Court Administrative Meeting					
	Maintain Program Specialist Directory up to date					
Month of	Quarterly Activities	Status				
Quarter	·	Status				
	Program Manager Quarterly Case Reviews					
	Supervisor Quarterly Meeting					
	Quarterly Section Meetings (as needed)					
	ESSA Quarterly Meeting					
	Intern/volunteer coordination (as needed)					
	Cursory Reviews					

# of	Annual/Bi-Annual Activities	Status	Program Manager Quarterly Case Reviews								
Month(s)		Status	Name	Q1	Q2	Q3	Q4				
	Assist with annual regional activities										