# Leader Standard Work - Regional TDM Facilitator Advisor

Month

Updated: 9/16/2020

| 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 TDM calendars / TDM referrals | | | | | | | | | | | | | | | | | | | | | | | | | |
| Respond to emails and phone calls | | | | | | | | | | | | | | | | | | | | | | | | | |
| Assist TDM Facilitators with TDM coverage (as needed) | | | | | | | | | | | | | | | | | | | | | | | | | |
| Provide TDM related content and technical support for field staff | | | | | | | | | | | | | | | | | | | | | | | | | |
| Update Outlook calendar | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Day of week | Weekly activities | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 |
|---|---|---|---|---|---|---|
| | Observe TDM facilitators during TDM / provide verbal and written feedback after TDM | | | | | |
| | Review TDM summaries from observed TDMs / provide verbal and written feedback after TDM | | | | | |
| | Review Weekly TDM tracking sheets trends | | | | | |
| | Review Statewide TDM Database to ensure data is entered timely | | | | | |
| | Attend Regional Management Huddle Board | | | | | |
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| Week of month | Monthly Activities | Status |
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| | Compile monthly TDM data / provide to PA, PM, and facilitators | |
| | 1:1 with Program Administrator | |
| | Prepare agenda and facilitate Regional TDM facilitators meeting | |
| | Attend PM meetings (as required by PA) | |
| | Attend special workgroup / focus group meetings | |
| | Meet with TDM Regional Advisors and Statewide Coordinator | |
| | Run flat file to check for missing data in Statewide TDM database | |
| | Review missing TDM spreadsheets to ensure TDMs are being held | |
| | Participate in other regional activities/events (as required by PA) | |
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| Month of Quarter | Quarterly Activities | Status |
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| | Complete 90 day observation of newly trained TDM facilitators (ME,MW, and South Regions only) | |
| | Present TDM trends to PA | |
| | Present TDM trends at PM meeting (as required by PA) | |
| | Present TDM trends at Supervisor's Quarterly Meeting (as required by PA) | |
| | Assist with planning statewide TDM facilitator meeting | |
| | Attend statewide TDM facilitator meeting | |
| | Assist with 5 day TDM facilitator training | |
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| Follow Up/To Do Items | For Who | Due Date | Done Date |
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| # of Month(s) | Annual/Bi-Annual Activities | Status |
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| TDM Facilitator Observations | | | | |
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| TDM Facilitator Name | Q1 | Q2 | Q3 | Q4 |
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