Leader Standard Work - Section Program Specialist

Month:_____

		Week 1					Week 2					Week 3					Week 4					Week 5				
	Daily Activities	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
	Insure Daily Equalization of Reports and Dependencies																									
	Check and complete School Locates (As Needed)																									
	Review and Update AFCARS																									
	Review Overdue Tableau Report for Section																									
	Monitor and organize the Section assigned email calendars																									
	End of Day Check and Correct any Undispositioned Reports																									
	End of Day Assist Program Supervisors with Updating Safety Decisions																									
	Check and complete Parent Locates (As Needed)																									
	Update Transfer Board																									
	Review Crossover Cases																									

Day of Week	Weekly activities	Week 1	Week 2	Week 3	Week 4	Week 5
Monday	Update Visual Management Data for Section Level Huddle Meetings					
Monday	Complete Section Weekly Slide deck to Regional office					
	Determine Child Count per Case Manager (FTE)					
	Distribute Missing Response Times to Supervisors					
	Distribute Missing Contact Notes to Supervisors					
	Prepare a Child and Parent visitation Breakdown for each Ongoing Specialist, forward to Program Supervisors					
	Insure that FTE numbers have been updated for both Intake and Ongoing					
	Follow-up and review Missing Placements with Program Supervisors					
	Provide Case Plan Compliance to the Program Supervisors					
	Prepare and Provide Missing Family Relationship and AFCARS data to the Program Supervisors					
	Conduct Office Visual Inventory with Office LOC					
	Prepare and Provide Missing Family Relationship and AFCARS data to the Program Supervisors					
	New Worker Training and/or Training Development					
	Specalized Unit PS (Perm & InHome) Independent Living Subsity Authorizations, Handeling and Assigning FPPT Referrals.					

Week of Month	Monthly Activities	Status
	Prepare Scorecard Data to be submitted to Regional office	
	1:1 with Program Manager	
	High Profile Investigation Assistance	
	Attend Special Workgroup Meetings	
	Regional Program Specialists Monthly Meeting	

Month of Quarter	Quarterly Activities	Status
	Assist PM with Quarterly Section Meeting (Planning and Execution)	
	Assist PM with Moral Booster	

11/27/2017