Managing Your SRAE Project

For providers funded by the New York State Department of Health.

The Health Educator Supervisor is responsible for maintaining the overall SRAE project, as well as supervising educators. With some regular maintenance, you can keep your project running smoothly!

Many tasks should be done on a regular basis.

Biannually

- [Observe your educators](#) in action! Use this as an opportunity to engage in continuous quality improvement by providing honest feedback to your educators.

- Complete your Biannual Report (BAR) to let the Department of Health and ACT for Youth know about your SRAE activities for the last six months. These are due January 31 and July 31, but you can add information to these reports at any time through the [SRAE Online Reporting System](#) (ORS). Information reported in the BAR includes:
    - Staff changes
    - Trainings that educators attended
    - Summaries of Component 1 evidence-based programs, Component 2 adult-supervised activities, and Component 3 parent education
    - Outreach, education, or community readiness activities
    - Referrals to other services
    - Accomplishments, successful strategies, barriers, and challenges

Quarterly

- Consider upcoming changes:
    - When and where will programming be offered? This may vary by setting and based on time of year (for example, summer programming may look different from programming in the academic year).
    - What project planning do you need to do to prepare for the upcoming quarter?
        - Have you recruited youth to participate?
        - Do you have site permission to implement programming and collect surveys?
        - Are there any expected changes in leadership at your implementation sites?

Monthly

- Engage in continuous quality improvement with your SRAE team. Set up a team meeting to review your program implementation data, discuss challenges and successes, and plan for even better future implementation! Consider:
  - How are you doing?
  - What is going well?
  - Where can improvements be made?
- Review the SRAE training calendar; register for trainings as needed. Identify additional professional development needs and opportunities for (and with!) your team.

Weekly

- Look for email announcements from ACT for Youth regarding this week's events, including trainings, technical assistance/learning community meetings, workshops, and more.

Continually

- Ensure your team enters implementation data through the SRAE Online Reporting System. After a session of Component 1 evidence-based programs (EBP), Component 2 adult-supervised activities, or Component 3 parent education is complete, information about that session should be entered in the SRAE ORS. Keep in mind the data you enter in the ORS is often used for other federal and state reporting requirements, so be sure to review and submit your cycles as they are completed. Cycles should be reviewed and submitted no later than two weeks after the last session of the cycle.

As Needed

- Reach out to the ACT for Youth team as you identify training needs or challenges in implementing your SRAE project. You can request support or technical assistance through the SRAE ORS.
- Reach out to your Department of Health program advisor for questions or issues related to your budget or overall grant structure.