

CAPP Supervisor's Monthly Checklist

JANUARY	
Priority Tasks	
<input type="checkbox"/> BAR (Biannual Report)	<p>CAPP Biannual Report due January 31 https://actforyouth.net/providers/capp/evaluation/bar.cfm</p> <p>Early in the month, request support from ACT for Youth through the ORS if needed (indicate "Online Reporting System").</p>
<input type="checkbox"/> Site Permissions	<p>Review sites where you are implementing youth programming. Be sure that you have permission to distribute surveys. https://actforyouth.net/providers/capp/evaluation/pre-post.cfm NYC schools: https://actforyouth.net/providers/capp/ebp/nyc-school.cfm</p>
Routine Tasks	
<input type="checkbox"/> Cycle Entry	<p>Cycle entries are up to date in the Online Reporting System (ORS), including those that are in progress. https://actforyouth.net/providers/capp/evaluation/ors.cfm</p>
<input type="checkbox"/> Training	<p>Check ACT's list of upcoming trainings. https://actforyouth.net/providers/capp/calendar.cfm</p> <p>Register for trainings.</p> <p>Let ACT know of any training topic needs.</p>
<input type="checkbox"/> CQI	<p>For continuous quality improvement (CQI), reflect on data using data viz (the data visualization tool). https://actforyouth.net/providers/capp/evaluation/dataviz.cfm</p> <ul style="list-style-type: none"> • How are you doing? • What is going well? • Where can improvements be made? <p>Request support from ACT for Youth through the ORS as needed (indicate "Continuous Quality Improvement").</p>

FEBRUARY

Routine Tasks

Cycle Entry

Cycle entries are up to date, including those that are in progress.

Training

Check ACT's list of upcoming trainings.

Register for trainings.

Let ACT know of any training topic needs.

BAR

Update documents/ORS tracking last month's...

- Staff Changes
- Trainings attended by Educators
- Parent Education Activities
- Outreach, Education, or Community Readiness Activities
- Activities to Improve Access to Confidential Services
- Component 1 & 2 Efforts
- Referrals to Other Services
- Accomplishments, Successful Strategies, Barriers & Challenges

CQI

Reflect on data using data viz.

- How are you doing?
- What is going well?
- Where can improvements be made?

Request support from ACT for Youth through the ORS as needed (indicate "Continuous Quality Improvement").

MARCH

Routine Tasks

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APRIL

Priority Tasks

Plan Summer Programming

Summer is sneaking up on us! April is a good month to start reaching out and planning for summer programming.

Review educator observation status

All educators must be observed at least once per biannual reporting period. If you haven't yet observed an educator, make a plan to get the observation done before the end of June.

<https://actforyouth.net/providers/capp/manage/observations.cfm>

Routine Tasks

Cycle Entry

Cycle entries are up to date, including those that are in progress.

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MAY

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JUNE

Priority Tasks

Finish educator observations

This is the last opportunity to observe your educators this reporting period!

Finalize summer programming

Finalize your youth programming plans. Ensure you have permission to use surveys.

Routine Tasks

Cycle Entry

June is usually a busy time for the end of youth programming! Ensure cycle entries are up to date, including those that are in progress.

Training

Check ACT's list of upcoming trainings.

Register for trainings.

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BAR

Set yourself up to finish the biannual report quickly next month! Update documents/ORS tracking last month's...

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JULY

Priority Tasks

BAR

CAPP biannual report is due July 31.

Early in the month, request support from ACT for Youth through the ORS if needed (indicate “Online Reporting System”).

Identify staff training needs

Summer is a great time for professional development. Contact ACT with any training needs you or your staff may have.

Routine Tasks

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AUGUST

Priority Tasks

Site Permissions

Review sites where you are implementing youth programming. Be sure that you have permission to distribute surveys.

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SEPTEMBER

Routine Tasks

Cycle Entry

A lot of youth programming often begins in the fall. Ensure cycle entries are up to date, including those that are in progress.

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OCTOBER

Priority Tasks

Plan Winter Programming

The end of the fall is approaching! October is a good month to start reaching out and planning for winter programming or programming that may start in the new year.

Review educator observation status

All educators must be observed at least once per biannual reporting period. If you haven't yet observed an educator, make a plan to get the observation done before the end of December.

Routine Tasks

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DECEMBER

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Finish educator observations

This is the last opportunity to observe your educators this reporting period!

Finalize winter programming

Finalize your youth programming plans. Ensure you have permission to use surveys.

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Cycle Entry

December is usually a busy time for the end of youth programming! Ensure cycle entries are up to date, including those that are in progress.

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