# PREP Supervisor’s Monthly Checklist

|  |  |
| --- | --- |
| **JANUARY** | |
| **Priority Tasks** | |
| ☐ Site Permissions | Review sites where you are implementing youth programming. Be sure that you have permission to distribute surveys.  <https://actforyouth.net/providers/prep/evaluation/surveys.cfm>  NYC schools: <https://actforyouth.net/providers/prep/ebp/nyc-school.cfm> |
| **Routine Tasks** | |
| ☐ Cycle Entry | Cycle entries are up to date in the Online Reporting System (ORS), including those that are in progress. <https://actforyouth.net/providers/prep/evaluation/ors.cfm> |
| ☐ Training | Check ACT’s list of upcoming trainings. <https://actforyouth.net/providers/prep/calendar.cfm>  Register for trainings. Let ACT know of any training topic needs. |
| ☐ BAR (Biannual Report) | Update documents/ORS tracking last month’s…   * Staff Changes * Trainings attended by Educators * Adult Preparation Topics * Outreach, Education, or Community Readiness Activities * Activities to Improve Access to Confidential Services * Referrals to Other Services * Accomplishments, Successful Strategies, Barriers & Challenges |
| ☐ CQI | For continuous quality improvement (CQI), reflect on data using data viz (the data visualization tool). <https://actforyouth.net/providers/prep/evaluation/dataviz.cfm>   * 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”). |

|  |  |
| --- | --- |
| **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 * Adult Preparation Topics * Outreach, Education, or Community Readiness Activities * Activities to Improve Access to Confidential Services * 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** | |
| **Priority Tasks** | |
| ☐ Finish educator observations | This is the last opportunity to observe your educators this reporting period! |
| **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 * Adult Preparation Topics * Outreach, Education, or Community Readiness Activities * Activities to Improve Access to Confidential Services * 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”). |

|  |  |
| --- | --- |
| **APRIL** | |
| **Priority Tasks** | |
| ☐ BAR | **PREP Biannual Report due April 30th** <https://actforyouth.net/providers/prep/evaluation/bar.cfm>  Early in the month, request support from ACT for Youth through the ORS if needed (indicate “Online Reporting System”). |
| ☐ 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/prep/manage/observations.cfm> |
| **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. |
| ☐ 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”). |

|  |  |
| --- | --- |
| **MAY** | |
| **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 * Adult Preparation Topics * Outreach, Education, or Community Readiness Activities * Activities to Improve Access to Confidential Services * 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”). |

|  |  |
| --- | --- |
| **JUNE** | |
| **Priority Tasks** | |
| ☐ 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.  Let ACT know of any training topic needs. |
| ☐ BAR | Set yourself up to finish the biannual report quickly next month! Update documents/ORS tracking last month’s…   * Staff Changes * Trainings attended by Educators * Adult Preparation Topics * Outreach, Education, or Community Readiness Activities * Activities to Improve Access to Confidential Services * 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”). |

|  |  |
| --- | --- |
| **JULY** | |
| **Priority Tasks** | |
| ☐ 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** | |
| ☐ 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. |
| ☐ BAR | Update documents/ORS tracking last month’s…   * Staff Changes * Trainings attended by Educators * Adult Preparation Topics * Outreach, Education, or Community Readiness Activities * Activities to Improve Access to Confidential Services * 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”). |

|  |  |
| --- | --- |
| **AUGUST** | |
| **Priority Tasks** | |
| ☐ Site Permissions | Review sites where you are implementing youth programming. Be sure that you have permission to distribute surveys. |
| **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 * Adult Preparation Topics * Outreach, Education, or Community Readiness Activities * Activities to Improve Access to Confidential Services * 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”). |

|  |  |
| --- | --- |
| **SEPTEMBER** | |
| **Priority Tasks** | |
| ☐ Finish educator observations | This is the last opportunity to observe your educators this reporting period! |
| **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. |
| ☐ 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 * Adult Preparation Topics * Outreach, Education, or Community Readiness Activities * Activities to Improve Access to Confidential Services * 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”). |

|  |  |
| --- | --- |
| **OCTOBER** | |
| **Priority Tasks** | |
| ☐ BAR | **PREP biannual report is due October 31.**  <https://actforyouth.net/providers/prep/evaluation/bar.cfm>  Early in the month, request support from ACT for Youth through the ORS if needed (indicate “Online Reporting System”). |
| ☐ 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** | |
| ☐ 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. |
| ☐ 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”). |

|  |  |
| --- | --- |
| **NOVEMBER** | |
| **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 * Adult Preparation Topics * Outreach, Education, or Community Readiness Activities * Activities to Improve Access to Confidential Services * 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”). |

|  |  |
| --- | --- |
| **DECEMBER** | |
| **Priority Tasks** | |
| ☐ 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. |
| **Routine Tasks** | |
| ☐ 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. |
| ☐ Training | Check ACT’s list of upcoming trainings.  Register for trainings.  Let ACT know of any training topic needs. |
| ☐ BAR | Set yourself up to finish the biannual report quickly next month! Update documents/ORS tracking last month’s…   * Staff Changes * Trainings attended by Educators * Adult Preparation Topics * Outreach, Education, or Community Readiness Activities * Activities to Improve Access to Confidential Services * 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”). |