

# PREP Supervisor's Monthly Checklist

| JANUARY  |   |
|--|---|
| <b>Priority Tasks</b>                          |   |
| <input type="checkbox"/> Site Permissions      | <p>Review sites where you are implementing youth programming. Be sure that you have permission to distribute surveys.</p> <p><a href="https://actforyouth.net/providers/prep/evaluation/surveys.cfm">https://actforyouth.net/providers/prep/evaluation/surveys.cfm</a></p> <p>NYC schools: <a href="https://actforyouth.net/providers/prep/ebp/nyc-school.cfm">https://actforyouth.net/providers/prep/ebp/nyc-school.cfm</a></p>  |
| <b>Routine Tasks</b>                           |   |
| <input type="checkbox"/> Cycle Entry           | <p>Cycle entries are up to date in the Online Reporting System (ORS), including those that are in progress.</p> <p><a href="https://actforyouth.net/providers/prep/evaluation/ors.cfm">https://actforyouth.net/providers/prep/evaluation/ors.cfm</a></p>  |
| <input type="checkbox"/> Training              | <p>Check ACT's list of upcoming trainings.</p> <p><a href="https://actforyouth.net/providers/prep/calendar.cfm">https://actforyouth.net/providers/prep/calendar.cfm</a></p> <p>Register for trainings. Let ACT know of any training topic needs.</p>  |
| <input type="checkbox"/> BAR (Biannual Report) | <p>Update documents/ORS tracking last month's...</p> <ul style="list-style-type: none"> <li>● Staff Changes</li> <li>● Trainings attended by Educators</li> <li>● Adult Preparation Topics</li> <li>● Outreach, Education, or Community Readiness Activities</li> <li>● Activities to Improve Access to Confidential Services</li> <li>● Referrals to Other Services</li> <li>● Accomplishments, Successful Strategies, Barriers &amp; Challenges</li> </ul>  |
| <input type="checkbox"/> CQI                   | <p>For continuous quality improvement (CQI), reflect on data using data viz (the data visualization tool).</p> <p><a href="https://actforyouth.net/providers/prep/evaluation/dataviz.cfm">https://actforyouth.net/providers/prep/evaluation/dataviz.cfm</a></p> <ul style="list-style-type: none"> <li>● How are you doing?</li> <li>● What is going well?</li> <li>● Where can improvements be made?</li> </ul> <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
- 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

|                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Cycle Entry | Cycle entries are up to date, including those that are in progress.   |
| <input type="checkbox"/> Training    | Check ACT's list of upcoming trainings.<br>Register for trainings.<br>Let ACT know of any training topic needs.   |
| <input type="checkbox"/> BAR         | Update documents/ORS tracking last month's... <ul style="list-style-type: none"><li>● Staff Changes</li><li>● Trainings attended by Educators</li><li>● Adult Preparation Topics</li><li>● Outreach, Education, or Community Readiness Activities</li><li>● Activities to Improve Access to Confidential Services</li><li>● Referrals to Other Services</li><li>● Accomplishments, Successful Strategies, Barriers &amp; Challenges</li></ul> |
| <input type="checkbox"/> CQI         | Reflect on data using data viz. <ul style="list-style-type: none"><li>● How are you doing?</li><li>● What is going well?</li><li>● Where can improvements be made?</li></ul> 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.

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- 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
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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
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# 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
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# 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.

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CQI

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- Where can improvements be made?

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# 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...

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- Where can improvements be made?

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# 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
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CQI

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