# SRAE Supervisor’s Monthly Checklist

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| **JANUARY** | |
| **Priority Tasks** | |
| **☐ BAR** | **SRAE Biannual Report (BAR) due January 31**  Find resources on how to complete the BAR on the ACT for Youth site and contact ACT for Youth for support as needed.  <https://actforyouth.net/providers/srae/ors.cfm> |
| ☐ Site Permissions | Review sites where you are implementing youth programming. Be sure that you have permission to distribute entry-exit surveys in Component 1 (C1) sites.  <https://actforyouth.net/providers/srae/surveys.cfm> |
| **Routine Tasks** | |
| ☐ Program Data Entry | Be sure C1 and C2 cycles and C3 activities are entered in the Online Reporting System (ORS), including those that are in progress.  <https://actforyouth.net/providers/srae/ors.cfm> |
| ☐ Training | Check ACT for Youth’s list of upcoming trainings and register. <https://actforyouth.net/providers/srae/calendar.cfm>  Let ACT for Youth know of any training topic needs. |
| ☐ BAR | Update documents tracking last month’s…   * Trainings attended by educators * Supervisor observations of educators * Referrals to other services * Accomplishments, successful strategies, barriers and challenges |
| ☐ CQI | For continuous quality improvement (CQI), reflect on your progress using your ORS data.   * How are you doing? * What is going well? * Where can improvements be made?   Request support from ACT for Youth through the ORS if needed. |

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| **FEBRUARY** | |
| **Priority Tasks** | |
| **☐ Sustainability Plan** | **Plan for your project’s sustainability after grant funding ends. Sustainability plans are due to NYSDOH by July 1, 2025.**  ACT for Youth will provide resources and webinars to aid planning. |
| **Routine Tasks** | |
| ☐ Program Data Entry | Be sure C1 and C2 cycles and C3 activities are updated in the ORS, including those that are in progress. |
| ☐ Training | Check ACT’s list of upcoming trainings.  Register for trainings.  Let ACT for Youth know of any training topic needs. |
| ☐ BAR | Update documents tracking last month’s…   * Trainings attended by educators * Supervisor observations of educators * Referrals to other services * Accomplishments, successful strategies, barriers and challenges |
| ☐ CQI | Reflect on progress using your ORS data.   * How are you doing? * What is going well? * Where can improvements be made?   Request support from ACT for Youth through the ORS if needed. |

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| **MARCH** | |
| **Routine Tasks** | |
| ☐ Program Data Entry | Ensure C1/C2 cycles and C3 activities are up to date in the ORS, including those that are in progress. |
| ☐ Training | Check ACT’s list of upcoming trainings.  Register for trainings.  Let ACT for Youth know of any training topic needs. |
| ☐ BAR | Update documents tracking last month’s…   * Trainings attended by educators * Supervisor observations of educators * Referrals to other services * Accomplishments, successful strategies, barriers and challenges |
| ☐ CQI | Reflect on progress using your ORS data.   * How are you doing? * What is going well? * Where can improvements be made?   Request support from ACT for Youth through the ORS if needed. |

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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/srae/ebp/observations.cfm> |
| **Routine Tasks** | |
| ☐ Program Data Entry | Ensure C1/C2 cycles and C3 activities are up to date in the ORS, including those that are in progress. |
| ☐ Training | Check ACT’s list of upcoming trainings.  Register for trainings.  Let ACT for Youth know of any training topic needs. |
| ☐ BAR | Update documents tracking last month’s…   * Trainings attended by educators * Supervisor observations of educators * Referrals to other services * Accomplishments, successful strategies, barriers and challenges |
| ☐ CQI | Reflect on progress using your ORS data.   * How are you doing? * What is going well? * Where can improvements be made?   Request support from ACT for Youth through the ORS if needed.. |

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| **MAY** | |
| **Routine Tasks** | |
| ☐ Program Data Entry | Ensure C1/C2 cycles and C3 activities are up to date in the ORS, including those that are in progress. |
| ☐ Training | Check ACT’s list of upcoming trainings.  Register for trainings.  Let ACT for Youth know of any training topic needs. |
| ☐ BAR | Update documents tracking last month’s…   * Trainings attended by educators * Supervisor observations of educators * Referrals to other services * Accomplishments, successful strategies, barriers and challenges |
| ☐ CQI | Reflect on progress using your ORS data.   * How are you doing? * What is going well? * Where can improvements be made?   Request support from ACT for Youth through the ORS if needed. |

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| **JUNE** | |
| **Priority Tasks** | |
| **☐ Sustainability Plan** | **Finalize your plan! Sustainability plans are due to NYSDOH by July 1, 2025.** |
| **☐ Finish educator observations** | **This is the last opportunity to observe your educators this reporting period!**  <https://actforyouth.net/providers/srae/ebp/observations.cfm> |
| ☐ Finalize summer programming | Finalize your youth and adult programming plans. For C1 EBP programming, be sure you have permission to use surveys. |
| **Routine Tasks** | |
| ☐ Program Data Entry | June is usually a busy time for wrapping up youth programming! Ensure C1/C2 cycles and C3 activities are up to date in the ORS, including those that are in progress. |
| ☐ Training | Check ACT’s list of upcoming trainings.  Register for trainings.  Let ACT for Youth know of any training topic needs. |
| ☐ BAR | Set yourself up to finish the biannual report quickly next month! Update documents tracking last month’s…   * Trainings attended by educators * Supervisor observations of educators * Referrals to other services * Accomplishments, successful strategies, barriers and challenges |
| ☐ CQI | Reflect on progress using your ORS data.   * How are you doing? * What is going well? * Where can improvements be made?   Request support from ACT for Youth through the ORS if needed. |

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| **JULY** | |
| **Priority Tasks** | |
| **☐ Sustainability Plan** | **Submit your plan! Sustainability plans are due to NYSDOH by July 1, 2025.** |
| **☐ BAR** | **SRAE Biannual Report due July 31st**  Contact ACT for Youth for support as needed. |
| ☐ 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** | |
| ☐ Program Data Entry | Ensure C1/C2 cycles and C3 activities are up to date in the ORS, including those that are in progress. |
| ☐ Training | Check ACT’s list of upcoming trainings.  Register for trainings. |
| ☐ BAR | Update documents tracking last month’s…   * Trainings attended by educators * Supervisor observations of educators * Referrals to other services * Accomplishments, successful strategies, barriers and challenges |
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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 in C1 EBP sites. |
| **Routine Tasks** | |
| ☐ Program Data Entry | Ensure C1/C2 cycles and C3 activities are up to date in the ORS, including those that are in progress. |
| ☐ Training | Check ACT’s list of upcoming trainings.  Register for trainings.  Let ACT for Youth know of any training topic needs. |
| ☐ BAR | Update documents tracking last month’s…   * Trainings attended by educators * Supervisor observations of educators * Referrals to other services * Accomplishments, successful strategies, barriers and challenges |
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| **SEPTEMBER** | |
| **Routine Tasks** | |
| ☐ Program Data Entry | A lot of youth (and parent) programming often begins in the fall. Ensure C1/C2 cycles and C3 activities are up to date in the ORS, including those that are in progress. |
| ☐ Training | Check ACT’s list of upcoming trainings.  Register for trainings.  Let ACT for Youth know of any training topic needs. |
| ☐ BAR | Update documents tracking last month’s…   * Trainings attended by educators * Supervisor observations of educators * Referrals to other services * Accomplishments, successful strategies, barriers and challenges |
| ☐ CQI | Reflect on progress using your ORS data.   * How are you doing? * What is going well? * Where can improvements be made?   Request support from ACT for Youth through the ORS if needed. |

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| **OCTOBER** | |
| **Priority Tasks** | |
| ☐ Plan Winter Programming | The end of 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** | |
| ☐ Program Data Entry | Ensure C1/C2 cycles and C3 activities are up to date in the ORS, including those that are in progress. |
| ☐ Training | Check ACT’s list of upcoming trainings.  Register for trainings.  Let ACT for Youth know of any training topic needs. |
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| **NOVEMBER** | |
| **Routine Tasks** | |
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| ☐ Training | Check ACT’s list of upcoming trainings.  Register for trainings.  Let ACT for Youth know of any training topic needs. |
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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 and adult programming plans. Ensure you have permission to use surveys in C1 EBP sites. |
| **Routine Tasks** | |
| ☐ Program Data Entry | December is usually a busy time for wrapping up programming! Ensure C1/C2 cycles and C3 activities are up to date in the ORS, including those that are in progress. |
| ☐ Training | Check ACT’s list of upcoming trainings.  Register for trainings.  Let ACT for Youth know of any training topic needs. |
| ☐ BAR | Set yourself up to finish the biannual report quickly next month! Update documents tracking last month’s…   * Trainings attended by educators * Supervisor observations of educators * Referrals to other services * Accomplishments, successful strategies, barriers and challenges |
| ☐ CQI | Reflect on progress using ORS data.   * How are you doing? * What is going well? * Where can improvements be made?   Request support from ACT for Youth through the ORS if needed. |