

CAPP Supervisor's Monthly Checklist

JANUARY	
Priority Tasks	
<input type="checkbox"/> BAR	<p>CAPP Biannual Report due January 31 https://actforyouth.net/providers/capp/evaluation/bar.cfm</p> <p>Contact ACT for Youth for support as needed.</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 an ACT evaluation team member through the ORS if needed.</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 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 an ACT evaluation team member in ORS if needed.

MARCH

Routine Tasks

Cycle Entry

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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>

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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

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Register for trainings.

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BAR

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

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JULY

Priority Tasks

BAR

CAPP biannual report is due July 31.

Identify staff training needs

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

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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

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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.

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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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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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