# 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.<br><br>https://actforyouth.net/providers/prep/evaluation/surveys.cfm<br><br>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.<br>https://actforyouth.net/providers/prep/evaluation/ors.cfm |
| ☐ Training | Check ACT's list of upcoming trainings.<br>https://actforyouth.net/providers/prep/calendar.cfm<br><br>Register for trainings. Let ACT know of any training topic needs. |
| ☐ BAR | Update documents tracking last month's…<br><br>● Staff Changes<br>● Trainings attended by Educators<br>● Adult Preparation Topics<br>● Outreach, Education, or Community Readiness Activities<br>● Activities to Improve Access to Confidential Services<br>● Referrals to Other Services<br>● Accomplishments, Successful Strategies, Barriers & Challenges |
| ☐ CQI | For continuous quality improvement (CQI), reflect on data using data viz (the data visualization tool).<br>https://actforyouth.net/providers/prep/evaluation/dataviz.cfm<br><br>● How are you doing?<br>● What is going well?<br>● Where can improvements be made?<br><br>Request support from an ACT evaluation team member through the ORS if needed. |

## FEBRUARY

### Routine Tasks

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|---|---|
| ☐ Cycle Entry | Cycle entries are up to date, including those that are in progress. |
| ☐ Training | Check ACT's list of upcoming trainings.<br><br>Register for trainings.<br><br>Let ACT know of any training topic needs. |
| ☐ BAR | Update documents tracking last month's…<br><br>● Staff Changes<br>● Trainings attended by Educators<br>● Adult Preparation Topics<br>● Outreach, Education, or Community Readiness Activities<br>● Activities to Improve Access to Confidential Services<br>● Referrals to Other Services<br>● Accomplishments, Successful Strategies, Barriers & Challenges |
| ☐ CQI | Reflect on data using data viz.<br><br>● How are you doing?<br>● What is going well?<br>● Where can improvements be made?<br><br>Request support from an ACT evaluation team member in ORS if needed. |

## 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.<br><br>Register for trainings.<br><br>Let ACT know of any training topic needs. |
| ☐ BAR | Update documents tracking last month's…<br><br>● Staff Changes<br>● Trainings attended by Educators<br>● Adult Preparation Topics<br>● Outreach, Education, or Community Readiness Activities<br>● Activities to Improve Access to Confidential Services<br>● Referrals to Other Services<br>● Accomplishments, Successful Strategies, Barriers & Challenges |
| ☐ CQI | Reflect on data using data viz.<br><br>● How are you doing?<br>● What is going well?<br>● Where can improvements be made?<br><br>Request support from an ACT evaluation team member in ORS if needed. |

## APRIL

### Priority Tasks

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|---|---|
| ☐ BAR | **PREP Biannual Report due April 30th**<br>https://actforyouth.net/providers/prep/evaluation/bar.cfm<br><br>Contact ACT for Youth for support as needed. |
| ☐ 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.<br>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.<br><br>Register for trainings.<br><br>Let ACT know of any training topic needs. |
| ☐ CQI | Reflect on data using data viz.<br><br>● How are you doing?<br>● What is going well?<br>● Where can improvements be made?<br><br>Request support from an ACT evaluation team member in ORS if needed. |

## 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.<br><br>Register for trainings.<br><br>Let ACT know of any training topic needs. |
| ☐ BAR | Update documents tracking last month's…<br><br>● Staff Changes<br>● Trainings attended by Educators<br>● Adult Preparation Topics<br>● Outreach, Education, or Community Readiness Activities<br>● Activities to Improve Access to Confidential Services<br>● Referrals to Other Services<br>● Accomplishments, Successful Strategies, Barriers & Challenges |
| ☐ CQI | Reflect on data using data viz.<br><br>● How are you doing?<br>● What is going well?<br>● Where can improvements be made?<br><br>Request support from an ACT evaluation team member in ORS if needed. |

## JUNE

### Priority Tasks

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|---|---|
| ☐ Finalize summer programming | Finalize your youth programming plans. Ensure you have permission to use surveys. |

### Routine Tasks

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|---|---|
| ☐ 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.<br><br>Register for trainings.<br><br>Let ACT know of any training topic needs. |
| ☐ BAR | Set yourself up to finish the biannual report quickly next month! Update documents tracking last month's…<br><br>● Staff Changes<br>● Trainings attended by Educators<br>● Adult Preparation Topics<br>● Outreach, Education, or Community Readiness Activities<br>● Activities to Improve Access to Confidential Services<br>● Referrals to Other Services<br>● Accomplishments, Successful Strategies, Barriers & Challenges |
| ☐ CQI | Reflect on data using data viz.<br><br>● How are you doing?<br>● What is going well?<br>● Where can improvements be made?<br><br>Request support from an ACT evaluation team member in ORS if needed. |

## 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. |
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### Routine Tasks

| ☐ Cycle Entry | Cycle entries are up to date, including those that are in progress. |
|---|---|
| ☐ Training | Check ACT's list of upcoming trainings.<br><br>Register for trainings. |
| ☐ BAR | Update documents tracking last month's…<br><br>● Staff Changes<br>● Trainings attended by Educators<br>● Adult Preparation Topics<br>● Outreach, Education, or Community Readiness Activities<br>● Activities to Improve Access to Confidential Services<br>● Referrals to Other Services<br>● Accomplishments, Successful Strategies, Barriers & Challenges |
| ☐ CQI | Reflect on data using data viz.<br><br>● How are you doing?<br>● What is going well?<br>● Where can improvements be made?<br><br>Request support from an ACT evaluation team member in ORS if needed. |

## 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.<br><br>Register for trainings.<br><br>Let ACT know of any training topic needs. |
| ☐ BAR | Update documents tracking last month's…<br><br>● Staff Changes<br>● Trainings attended by Educators<br>● Adult Preparation Topics<br>● Outreach, Education, or Community Readiness Activities<br>● Activities to Improve Access to Confidential Services<br>● Referrals to Other Services<br>● Accomplishments, Successful Strategies, Barriers & Challenges |
| ☐ CQI | Reflect on data using data viz.<br><br>● How are you doing?<br>● What is going well?<br>● Where can improvements be made?<br><br>Request support from an ACT evaluation team member in ORS if needed. |

## 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.<br><br>Register for trainings.<br><br>Let ACT know of any training topic needs. |
| ☐ BAR | Update documents tracking last month's…<br><br>● Staff Changes<br>● Trainings attended by Educators<br>● Adult Preparation Topics<br>● Outreach, Education, or Community Readiness Activities<br>● Activities to Improve Access to Confidential Services<br>● Referrals to Other Services<br>● Accomplishments, Successful Strategies, Barriers & Challenges |
| ☐ CQI | Reflect on data using data viz.<br><br>● How are you doing?<br>● What is going well?<br>● Where can improvements be made?<br><br>Request support from an ACT evaluation team member in ORS if needed. |

## OCTOBER

### Priority Tasks

| | |
|---|---|
| ☐ BAR | **PREP biannual report is due October 31.**<br><br>https://actforyouth.net/providers/prep/evaluation/bar.cfm<br><br>Contact ACT for Youth for support as needed. |
| ☐ 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.<br><br>Register for trainings.<br><br>Let ACT know of any training topic needs. |
| ☐ CQI | Reflect on data using data viz.<br><br>● How are you doing?<br>● What is going well?<br>● Where can improvements be made?<br><br>Request support from an ACT evaluation team member in ORS if needed. |

## 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.<br><br>Register for trainings.<br><br>Let ACT know of any training topic needs. |
| ☐ BAR | Update documents tracking last month's…<ul><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 & Challenges</li></ul> |
| ☐ CQI | Reflect on data using data viz.<ul><li>How are you doing?</li><li>What is going well?</li><li>Where can improvements be made?</li></ul>Request support from an ACT evaluation team member in ORS if needed. |

## 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.<br><br>Register for trainings.<br><br>Let ACT know of any training topic needs. |
| ☐ BAR | Set yourself up to finish the biannual report quickly next month! Update documents tracking last month's…<br><br><ul><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 & Challenges</li></ul> |
| ☐ CQI | Reflect on data using data viz.<br><br><ul><li>How are you doing?</li><li>What is going well?</li><li>Where can improvements be made?</li></ul><br>Request support from an ACT evaluation team member in ORS if needed. |