# PREP Supervisor’s Monthly Checklist

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| **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 | Update documents 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
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| ☐ 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 an ACT evaluation team member through the ORS if needed. |

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| **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
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| ☐ CQI | Reflect on data using data viz.* How are you doing?
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| **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 tracking last month’s…* Staff Changes
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| **APRIL** |
| **Priority Tasks** |
| ☐ BAR | **PREP Biannual Report due April 30th**<https://actforyouth.net/providers/prep/evaluation/bar.cfm> 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. <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?
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| **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 tracking last month’s…* Staff Changes
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| **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 tracking last month’s…* Staff Changes
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| **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 tracking last month’s…* Staff Changes
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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. |
| **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. |
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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 tracking last month’s…* Staff Changes
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| **OCTOBER** |
| **Priority Tasks** |
| ☐ BAR | **PREP biannual report is due October 31.** <https://actforyouth.net/providers/prep/evaluation/bar.cfm> 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. |
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| **NOVEMBER** |
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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. |
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