

SRAE Supervisor's Monthly Checklist

JANUARY	
Priority Tasks	
<input type="checkbox"/> BAR	<p>SRAE Biannual Report (BAR) due January 31</p> <p>Find resources on how to complete the BAR on the ACT for Youth site and contact ACT for Youth for support as needed.</p> <p>https://actforyouth.net/providers/srae/ors.cfm</p>
<input type="checkbox"/> Site Permissions	<p>Review sites where you are implementing youth programming. Be sure that you have permission to distribute entry-exit surveys in Component 1 (C1) sites.</p> <p>https://actforyouth.net/providers/srae/surveys.cfm</p>
Routine Tasks	
<input type="checkbox"/> Program Data Entry	<p>Be sure C1 and C2 cycles and C3 activities are entered in the Online Reporting System (ORS), including those that are in progress.</p> <p>https://actforyouth.net/providers/srae/ors.cfm</p>
<input type="checkbox"/> Training	<p>Check ACT for Youth's list of upcoming trainings and register.</p> <p>https://actforyouth.net/providers/srae/calendar.cfm</p> <p>Let ACT for Youth know of any training topic needs.</p>
<input type="checkbox"/> BAR	<p>Update documents tracking last month's...</p> <ul style="list-style-type: none"> ● Trainings attended by educators ● Supervisor observations of educators ● Referrals to other services ● Accomplishments, successful strategies, barriers and challenges
<input type="checkbox"/> CQI	<p>For continuous quality improvement (CQI), reflect on your progress using your ORS data.</p> <ul style="list-style-type: none"> ● How are you doing? ● What is going well? ● Where can improvements be made? <p>Request support from ACT for Youth through the ORS if needed.</p>

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
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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.

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

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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

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MAY

Routine Tasks

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<input type="checkbox"/> Training	Check ACT's list of upcoming trainings. Register for trainings. Let ACT for Youth know of any training topic needs.
<input type="checkbox"/> BAR	Update documents tracking last month's... <ul style="list-style-type: none">● Trainings attended by educators● Supervisor observations of educators● Referrals to other services● Accomplishments, successful strategies, barriers and challenges
<input type="checkbox"/> CQI	Reflect on progress using your ORS data. <ul style="list-style-type: none">● How are you doing?● What is going well?● Where can improvements be made? Request support from ACT for Youth through the ORS if needed.

JUNE

Priority Tasks

<input type="checkbox"/> Sustainability Plan	Finalize your plan! Sustainability plans are due to NYSDOH by July 1, 2025.
<input type="checkbox"/> Finish educator observations	This is the last opportunity to observe your educators this reporting period! https://actforyouth.net/providers/srae/ebp/observations.cfm
<input type="checkbox"/> Finalize summer programming	Finalize your youth and adult programming plans. For C1 EBP programming, be sure you have permission to use surveys.

Routine Tasks

<input type="checkbox"/> 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.
<input type="checkbox"/> Training	Check ACT's list of upcoming trainings. Register for trainings. Let ACT for Youth know of any training topic needs.
<input type="checkbox"/> BAR	Set yourself up to finish the biannual report quickly next month! Update documents tracking last month's... <ul style="list-style-type: none">● Trainings attended by educators● Supervisor observations of educators● Referrals to other services● Accomplishments, successful strategies, barriers and challenges
<input type="checkbox"/> CQI	Reflect on progress using your ORS data. <ul style="list-style-type: none">● How are you doing?● What is going well?● Where can improvements be made? Request support from ACT for Youth through the ORS if needed.

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...

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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.

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SEPTEMBER

Routine Tasks

<input type="checkbox"/> 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.
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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

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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.

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