

# Socialization Specialist Supervisor What's Due and When?

## Weekly & biweekly

Weekly Expense Reports

Biweekly timesheet approval

Individual SS Recap

<b>September</b> <ul style="list-style-type: none"> <li>○ County Team Meeting</li> <li>○ Individual SS Recap</li> <li>○ Track socialization attendance and events.</li> <li>○ Check for Parent Advisory Completion (Sept/Oct.)</li> </ul>	<b>October</b> <ul style="list-style-type: none"> <li>○ Individual SS Recap</li> <li>○ Track socialization attendance and events.</li> <li>○ Check for Parent Advisory Completion (Sept/Oct.)</li> </ul>	<b>November</b> <ul style="list-style-type: none"> <li>○ SS Team Meeting</li> <li>○ Individual SS Recap</li> <li>○ Track socialization attendance and events.</li> <li>○ Track Safe Environment Checklist for each county.</li> </ul>
<b>December</b> <ul style="list-style-type: none"> <li>○ County Team Meeting</li> <li>○ Individual SS Recap</li> <li>○ Track socialization attendance and events.</li> </ul>	<b>January</b> <ul style="list-style-type: none"> <li>○ Individual SS Recap</li> <li>○ Track socialization attendance and events.</li> <li>○ Check for Parent Advisory Completion</li> </ul>	<b>February</b> <ul style="list-style-type: none"> <li>○ SS Team Meeting</li> <li>○ Individual SS Recap</li> <li>○ Track socialization attendance and events.</li> </ul>
<b>March</b> <ul style="list-style-type: none"> <li>○ County Team Meeting</li> <li>○ Individual SS Recap</li> <li>○ Track socialization attendance and events.</li> <li>○ Track Safe Environment Checklist for each county.</li> </ul>	<b>April</b> <ul style="list-style-type: none"> <li>○ Individual SS Recap</li> <li>○ Track socialization attendance and events.</li> <li>○ Check for Parent Advisory Completion</li> </ul>	<b>May</b> <ul style="list-style-type: none"> <li>○ SS Team Meeting</li> <li>○ Individual SS Recap</li> <li>○ Track socialization attendance and events.</li> <li>○ Review Socialization Forms</li> </ul>
<b>June</b> <ul style="list-style-type: none"> <li>○ County Team Meeting</li> <li>○ Individual SS Recap</li> <li>○ Track socialization attendance and events.</li> <li>○ Check for Parent Advisory Completion (June/July)</li> <li>○ Review Socialization Forms</li> <li>○ Create Socialization Survey</li> </ul>	<b>July</b> <ul style="list-style-type: none"> <li>○ Track socialization attendance and events.</li> <li>○ Individual SS Recap</li> <li>○ Check for Parent Advisory Completion (June/July)</li> <li>○ Track Safe Environment Checklist for each county.</li> <li>○ Disperse Socialization Survey to enrolled families.</li> </ul>	<b>August</b> <ul style="list-style-type: none"> <li>○ SS Team Meeting</li> <li>○ Track socialization attendance and events.</li> <li>○ Individual SS Recap</li> </ul>