Homework | How do you allocate time for the following activities?

Activity:	
Individual / Staff Team Supervision	Who is responsible for the activity? Who assigns the activity? Who follows up with improvements, correction and missing documentation? What gets in the way of completing this task? Possible solutions:
Scheduling Staff Tasks and Time	Who is responsible for the activity? Who assigns the activity? Who follows up with staff support needs? What gets in the way of completing this task? Possible solutions:
QA Reviews of SEMP Documentation (Life Plans, Staff Action Plans, Service Records and Monthly Summaries)	Who is responsible for the activity? Who assigns the activity? Who follows up with schedule changes and making individuals's needs are met (not based on staff availability)? What gets in the way of completing this task? Possible solutions:
Fiscal Solvency (Making sure staff meet billing requirements, and projecting staffing needs)	Who is responsible for the activity? Who assigns the activity? Who follows up when staff do not meet billing requirements and/or securing the amount of staffing (FTE's) needed? What gets in the way of completing this task? Possible solutions: