



DIRECTOR OF SERVICE'S DEADLINES

| Director of Service | Supervisor | Regional Supervision |
|--------------------------------------|---|---|
| Carisa Ronglien | Amber Derr | 1 - 2 |
| Ashley Louw | Amber Derr | 3 - 4 |
| Lindsay Schuh | Austyn Kloehn | 5 - 6 |
| Laverne Stoltz | Austyn Kloehn | 7 - 8 |
| | | |
| Task: | Deadline: | Submit To: |
| Operations | | |
| Attendance Logs | Weekly: Monday by 10:00 a.m. | Brittany Cullen |
| Staff Meeting Notes | Weekly: Friday by 5:00 p.m. | Shared Drive |
| Credit Card Receipts | Weekly: Friday by 3:00 p.m. Monthly: Last Day of Month | Shared Drive |
| Credit Card Tracking | Monthly: 1 st of the Month | Shared Drive |
| Supply Orders | Monthly: 8 th of the Month | Jude Johnson |
| 1:1 Feedback Forms | Monthly: 10 th of the Month | Shared Drive |
| | | |
| When I Work Schedules | Monthly: Last day of the month | Save to App |
| When I Work Timesheets | Monthly: With Payroll (varies) | Operations Officer |
| Welfare To Work | | |
| Supportive Services | Weekly: Thursday by 5 p.m. | Amber Derr |
| Supportive Services Tracking | Weekly: Friday by 5 p.m. | Shared Drive > <i>Employment Services</i> > <i>Operations</i> > <i>JOBS Data</i> > <i>Support Services</i> > <i>Monthly Support Service Tracking</i> |
| XROADS EP's & Billing | Monthly: 1 st of the Month | Amber Derr |
| WE/CS Tracking | Monthly: 10 th of the Month | Shared Drive > <i>Employment Services</i> > <i>JOBS</i> > <i>Operations</i> > <i>JOBS Data</i> > <i>JOBS Participant Tracking</i> > <i>WE_CS</i> > <i>2017</i> |
| VE Tracking | Monthly | Shared Drive > <i>Employment Services</i> > <i>JOBS</i> > <i>Operations</i> > <i>JOBS Data</i> > <i>JOBS Participant Tracking</i> > <i>VE Code Tracking</i> |
| Referral Tracking | Monthly: 10 th of the Month | Shared Drive > <i>Employment Services</i> > <i>Operations</i> > <i>JOBS Data</i> > <i>JOBS Participants Tracking</i> > <i>Monthly Referral Tracking</i> |
| Customer Hours | Monthly: 20 th of the Month | Entered in database by 5 pm |
| Zero Hours Coding & Report | Monthly: 20 th of the Month | Shared Drive: Notify Amber |
| Eide Baily Audit | Monthly: Varies | Shared Drive > <i>Operations</i> > <i>JOBS Data</i> > <i>Eide Baily Audit</i> > <i>YEAR</i> > <i>MM.YEAR</i> > <i>Director's Submissions</i> |
| Error Report | Monthly: Varies | Notify Amber once errors have been resolved. |
| DHS State Report | Monthly: Varies | Amber Derr |
| Modified Plan Tracking | As plans are approved | Shared Drive > <i>Employment Services</i> > <i>Operations</i> > <i>JOBS Data</i> > <i>Modified Plan Tracking</i> |
| LIHEAP Monthly Report | Monthly: 1st of the Month | Cindy Cooper |
| Evidenced Based Supported Employment | | |
| VR Billing/Tracking | Monthly: 1 st of the Month | Austyn Kloehn |
| DD EXT Billing | Monthly: 1 st of the Month | Sara Kapp (Minot) |
| MI-EXT Billing | Monthly: 1 st of the Month | RMR Database; notify Austyn once this has been completed |
| COSE Statistics | Weekly: Friday by 5:00 p.m. | Shared Drive |
| COSE Program Report | Monthly: 5 th of the Month | Shared Drive : notify Austyn once this has been completed |
| HCBS Billing | Monthly: 1 st of the Month | Carol Richter, CC: Supervisor |
| Skill Smart Program Report/Tracking | Monthly: 3 rd of the Month | Shared Drive > <i>BI - Skill Smart</i> > <i>DOS Monthly Reports</i> > <i>Monthly Program Reports</i> |
| Work Smart Program Report/Tracking | Monthly: 3 rd of the Month | Shared Drive > <i>BI - Work Smart</i> > <i>DOS Monthly Reports</i> > <i>Monthly Program Reports</i> |
| TTW Billing | Monthly 10 th of the Month | Trina Gress |