

Appendix B6 – Agency Supervision and Maintenance of Quality Control

*[Key Job responsibilities and supervision processes for staff who work 10 + hours per week on project]

Person #1 Job Title _____

Key Job Responsibilities

1.
2.
3.

Job Title of supervisor _____

Frequency of supervision (review of work outputs such as services provided, documents created or filled out, etc.)

Daily Weekly Bi-weekly Monthly Other (Explain/clarify below)

Person #2 Job Title _____

Key Job Responsibilities

1.
2.
3.

Job Title of supervisor _____

Frequency of supervision (review of work outputs such as services provided, documents created or filled out, etc.)

Daily Weekly Bi-weekly Monthly Other (Explain/clarify below)

Person #3 Job Title _____

Key Job Responsibilities

1.
2.
3.

Job Title of supervisor _____

Frequency of supervision (review of work outputs such as services provided, documents created or filled out, etc.)

Daily Weekly Bi-weekly Monthly Other (Explain/clarify below)

Person #4 Job Title _____

Key Job Responsibilities

1.
2.
3.

Job Title of supervisor _____

Frequency of supervision (review of work outputs, such as services provided, documents created or filled out, etc.)

Daily Weekly Bi-weekly Monthly Other (Explain/clarify below)

Person #5 Job Title _____

Key Job Responsibilities

1.
2.
3.

Job Title of supervisor _____

Frequency of supervision (review of work outputs, such as services provided, documents created or filled out, etc.)

Daily Weekly Bi-weekly Monthly Other (Explain/clarify below)

Person #6 Job Title _____

Key Job Responsibilities

1.
2.
3.

Job Title of supervisor _____

Frequency of supervision (review of work outputs, such as services provided, documents created or filled out, etc.)

Daily Weekly Bi-weekly Monthly Other (Explain/clarify below)

[Upload additional sheets as needed.]

Person # ___ Job Title _____

Key Job Responsibilities

1.
2.
3.

Job Title of supervisor _____

Frequency of supervision (review of work outputs, such as services provided, documents created or filled out, etc.)

Daily Weekly Bi-weekly Monthly Other (Explain/clarify below)

Person # ___ Job Title _____

Key Job Responsibilities

1.
2.
3.

Job Title of supervisor _____

Frequency of supervision (review of work outputs, such as services provided, documents created or filled out, etc.)

Daily Weekly Bi-weekly Monthly Other (Explain/clarify below)

Person # ___ Job Title _____

Key Job Responsibilities

1.
2.
3.

Job Title of supervisor _____

Frequency of supervision (review of work outputs, such as services provided, documents created or filled out, etc.)

Daily Weekly Bi-weekly Monthly Other (Explain/clarify below)
