Cornell University Cooperative Extension—NYC

CASELOAD EXPECTATION MONITORING

Program % Breakdown:
EFNEP %:
ESNY %:
CHANCE%:
Other%:

Community Educator:					
					1
Expected # of EFNEP	Expected # of Groups	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Adults per Qtr	per Quarter				•
Expected # of ESNY	Expected # of Groups				
Adults per Qtr	per Quarter	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
тивино рег ца	por Quartos				
Expected # of EFNEP	Expected # of Groups	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Youth per Qtr	per Quarter	1 Quarter	2 Quarter	5 Quarter	4 Quarter
Francis de la CECADA	F				
Expected # of ESNY Youth per Qtr	Expected # of Groups per Quarter	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
		•		•	
1 st Quarter Summary:					
Target Reached	l? □ Yes	□ No			
Ü		If no, actions to be	taken:		
2 nd Quarter Summary:					
Target Reached	l? □ Yes	□ No			
		If no, actions to be	taken:		
ard Owner Consum					
3 rd Quarter Summary:	ın □v	□ No			
Target Reached	l? □ Yes	□ No	takan:		
		If no, actions to be	tuken.		
4 th Quarter Summary:					
Target Reached	l? □ Yes	□ No			
5 -1-1-1-1-1		If no, actions to be	taken:		
				D	ate Reviewed:
Staff Signature:				1 st (Qtr:/
				2 nd (Qtr://_ Qtr://_ Qtr://_
Supervisor Signature: _				3 rd (Qtr:/
				4" (Qtr:/

Cornell University Cooperative Extension—NYC

Staff Supervision

Workload Expectations	

io Be Discussed i i i i i i i i i i i i i i i i i i i	Staff Name:	 Date:	/	/
e e e e collow-up by Supervisor e e e e e e e e e e e e e e e e e e e	To Be Discussed			
• • • • • • • • • • • • • • • • • • •	•			
• • • • • • • • • • • • • • • • • • •	•			
e e e e e obliow-up by Supervisor e e e e e otes: taff Signature: Date: / /	•			
e e e ollow-up by Supervisor e e e e e e e e taff Signature: Date: / /	•			
e e e e ollow-up by Supervisor e e e e e otes: taff Signature: Date: / /	ollow-up by Staff			
taff Signature: Date: / /	•			
taff Signature: Date: / /	•			
taff Signature: Date: / /	•			
taff Signature: Date: / /	•			
taff Signature: Date: / /				
taff Signature:	ollow-up by Supervisor			
taff Signature:	•			
taff Signature:	•			
taff Signature:	•			
taff Signature:	•			
taff Signature: Date://	lotes:			
taff Signature:		 		
taff Signature:		 		
taff Signature: Date:/		 		
taff Signature: Date:/		 		
taff Signature: Date:/		 		
taff Signature: Date:/				
taff Signature: Date:/				
taff Signature: Date:				
unarvisor Signatura:	taff Signature:	Date:	/	
	unervisor Signature	Date:	1	1