DRAFT 7/9/18

OMB Control No.: xxxx-xxxx Expiration Date: xx/xx/20xx

Length of time for instrument: 60 minutes

MULTI-SITE IMPLEMENTATION EVALUATION OF TRIBAL HOME VISITING (MUSE) PROGRAM COORDINATOR/MANAGER SURVEY

This collection of information is voluntary. Public reporting burden for this collection of information is estimated to average 60 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for this collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Kate Lyon, James Bell Associates; 3033 Wilson Blvd. Suite 650, Arlington, VA 22201; MUSE.info@jbassoc.com.

Length of time for instrument: 60 minutes

MUSE Program Coordinator/Manager Survey

Thank you for taking part in the Multi-Site Implementation Evaluation of Tribal Home Visiting (MUSE). The purpose of this study is to learn about tribal home visiting program implementation and the experiences of families receiving home visiting services.

We are asking you to complete this survey because you are a program coordinator/manager in one of the home visiting programs participating in MUSE. Your answers will help us understand your role in the home visiting program and your perspective on the program. Because program coordinators' jobs are complex and involve many different tasks, this survey is also complex and a bit lengthy.

Your participation in this survey is voluntary. If you choose to participate, it will take about 1 hour to complete this survey. If you are unsure how to answer a question, please give the best answer you can instead of leaving it blank.

Your answers will be kept private. Only the MUSE study team will have access to this information. Your answers will not be shared with anyone at your program or any other agencies. We will not report information collected in this study in a way that could identify you or your program.

We would appreciate your response by MM/DD/YYYY. If you have questions about the survey or at any time during the study, please call Tess Abrahamson at James Bell Associates at ### or email _____.

Length of time for instrument: 60 minutes

A. BACKGROUND AND WORK EXPERIENCE

1.	What was the highest level/degree you completed in school? ☐ Some high school, no diploma ☐ High school/GED ☐ Some college/no degree ☐ Technical training or certification ☐ Associate's degree (e.g. AA, AS, ADN) ☐ Bachelor's degree (e.g. BA, BS, BSN) ☐ Master's degree or higher (e.g. MA, MS, MSW, MSN, PhD)
2.	Field of study: CHECK ALL THAT APPLY. (Responses not limited to highest degree completed.) Child development Early childhood education Education Psychology Social work/Social welfare Nursing Public health Other (specify)
3.	Prior to your current position, did you have experience providing home visiting services to families? No → SKIP TO Question 4 Yes → GO TO Question 3a 3a. [If Question 3 = Yes] Prior to your current position, how many total years of experience do you have providing home visiting services, including your current home visiting program and any other home visiting programs? Less than 1 year 1-2 years 3-5 years 6-10 years More than 10 years
4.	Do you have experience working with families in any of the following settings? CHECK ALL THAT APPLY. In-home day care

	□ M	Mentoring programs Mental health agencies To prior experience To prior (specify):
5.	home educate 1 1 1 1 3 1 1 6	nany total years of professional experience do you have working with families and young children, including visiting jobs and other jobs doing related work (e.g., years of nursing experience plus years as a parent tor in different settings)? ess than 1 year -2 years -5 years -10 years Hore than 10 years
6.	experi experi infrequ	from your professional work, how many years of experience do you have raising children? Please include ence you have as a primary caregiver for any child(ren) including your own and other's children. Please count ence providing regular, consistent care for a child as a primary caregiver. Do not include babysitting or uent assistance with children. of experience:
В	. CUI	RRENT POSITION
1.	progra	nany years have you worked for the home visiting program? Include years worked for the home visiting arm in positions other than your current one. ess than 1 year -2 years -5 years -10 years More than 10 years
2.	numer	did you begin your present job as a program coordinator/manager? Please enter the month and year in ic format. If you cannot recall which month you began, please leave it blank. —————Year —————
3.		nany hours do you work in a typical week?
4.	□ Y	u carry a home visiting caseload? es → GO TO Questions 4a & 4b lo → SKIP TO Question 5 4a. [If Question 4 = Yes] How many hours per week do you spend making home visits and accomplishing
		the related tasks? Hours:
		4b. [If Question 4 = Yes] How many families are on your caseload? Number of families:

Length of time for instrument: 60 minutes

	 4c. [If Question 4 = Yes] Please rate the size of your current caseload, given your other responsibilities as a program coordinator/manager: Lighter than you are able to handle effectively About right Heavier than you are able to handle effectively
5.	In your role as the home visiting program Coordinator/Manager, how often do you interact directly with families? On a daily basis At least once a week At least once a month Less than monthly Never
6.	How likely is it that you will be in your current position 6 months from now? ☐ Very likely → SKIP TO Section C ☐ Somewhat likely → GO TO Question 6a ☐ Somewhat unlikely → GO TO Question 6a ☐ Very unlikely → GO TO Question 6a
	 6a. [If Question 6 = somewhat likely, somewhat unlikely, very unlikely] What factors affect whether you will stay in your position? [CHECK ALL THAT APPLY] Salary Opportunities for advancement within the organization Funding for my position is uncertain Caring for children or other family members Pursue additional education or training Retire or stop working Moving out of the area Challenging work environment Other

C. PERCEPTIONS OF PROGRAM

<u>Instructions:</u> In this section, we would like to learn how *staff members* perceive their program's intended outcomes. In general, a *program outcome* is a benefit to a child, parent, or family. For example, some programs might see the improvement of prenatal health as an important outcome.

Below is a list of possible outcomes for home visiting programs. We know your program may care about all of these benefits, but we would like to know which is most important. We would like to get a sense of which outcomes you think **your program** believes may be more important than others. Please check the box that best represents what you think your program believes about the outcome.

To help you decide on an outcome's rank, think about whether it is discussed routinely in training and supervision. Think about what staff in your agency is told about its importance. Check the box that best describes your program's ranking of this outcome.

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1. How much of a priority is each of the following outcomes for your program, on a scale of 0 to 10?

- 0 = Not a Priority
- 5 = Moderate priority
- 10 = Highest priority

		0	1	2	3	4	5	6	7	8	9	10	Not sure
1	Supporting prenatal health and obtaining prenatal care												
2	Supporting postpartum health and obtaining postpartum care												
3	Supporting breastfeeding												
4	Supporting physical health outside of pregnancy and postpartum health												
5	Supporting good nutrition and physical activity												
6	Supporting family planning												
7	Preventing and reducing alcohol, tobacco, and other drug use												
8	Preventing and reducing mental health problems or stress												
9	Supporting healthy relationships												
10	Preventing and reducing domestic violence												
11	Increasing social support												
12	Supporting job training and employment												
_13	Furthering a caregiver's education												
14	Supporting caregivers in budgeting and making ends meet												
15	Meeting basic needs like food, utilities, health care and housing												
16	Ensuring appropriate child care arrangements												
17	Addressing unresolved issues from past trauma												
18	Connecting to community and culture												
19	Supporting child health												
20	Supporting parenting to promote child development												
21	Supporting parent-child interaction												
22	Supporting positive discipline and behavior management												
23	Supporting caregivers in feeding children (including formula and solids)												

Length of time for instrument: 60 minutes

		0	1	2	3	4	5	6	7	8	9	10	Not
													sure
24	Helping caregivers to establish and maintain developmentally appropriate care/routines												
25	Supporting effective co-parenting												
26	Supporting child and home safety												

2. Because of local needs, programs sometimes prioritize different outcomes than the outcomes most emphasized by national models. The next set of questions are about how the home visiting program priorities align with [NATIONAL MODEL]. For each priority, indicate how your local priority compares to the [NATIONAL MODEL] priority.

		We give this outcome a much lower priority than the national model does	We give this outcome the same priority as the national model	We give this outcome a much higher priority than the national model does	Don't know
1	Supporting prenatal health and obtaining prenatal care				
2	Supporting postpartum health and obtaining postpartum care				
3	Supporting breastfeeding				
4	Supporting physical health outside of pregnancy and postpartum health				
5	Supporting good nutrition and physical activity				
6	Supporting family planning				
7	Preventing and reducing alcohol, tobacco, and other drug use				
8	Preventing and reducing mental health problems or stress				
9	Supporting healthy relationships				
10	Preventing and reducing domestic violence				
11	Increasing social support				
12	Supporting caregivers in getting a job, or getting a better job				
13	Furthering a caregiver's education and job training				
14	Supporting caregivers in budgeting and making ends meet				
15	Meeting basic needs like food, utilities, health care, and housing				
16	Ensuring appropriate child care arrangements				
17	Addressing unresolved issues from past trauma				
18	Connecting to community and culture				
19	Supporting child health				

Length of time for instrument: 60 minutes

		We give this outcome a much lower priority than the national model does	We give this outcome the same priority as the national model	We give this outcome a much higher priority than the national model does	Don't know
20	Supporting parenting to promote child development				
21	Supporting parent-child interaction				
22	Supporting positive discipline and behavior management				
23	Supporting caregivers in feeding children (including formula and solids)				
24	Helping caregivers to establish and maintain developmentally appropriate care/routines				
25	Supporting effective co-parenting				
26	Supporting child and home safety				

3.	Does your program expect home visitors to develop a family goal plan with enrolled families? Your program might
	use a different name for this, such as an individualized family service plan or support plan. No matter what name
	your program gives this, below when we use the term goal plan, we are referring to a plan to guide and tailor home
	visiting to help families reach goals.

 \square No, my program doesn't expect home visitors to do this \rightarrow SKIP TO question 4

 \square Yes, my program expects home visitors to develop family goal plans \rightarrow GO TO question 3a

☐ Not Sure → SKIP TO question 4

3a. How much does your program agree with each statement?

		Strongly agree	Agree	Disagree	Strongly disagree	Not sure
	My program expects that					
1	Every family should have a goal plan.					
2	The family should take the lead in developing the goal plan.					
3	Goals should align with our program's priorities.					
4	Goals should address family's specific parenting needs.					
5	The goal plan should guide what happens in visits.					
6	The family and the home visitor should review goal progress and update the goal plan regularly.					

Length of time for instrument: 60 minutes

How much do you agree with each statement?

been prepared/trained to address?

covered in the program

		Strongly agree	Agree	Disagree	Strongly disagree	Not sure
	I think that					
1	It is valuable to work with families to develop a goal plan.					
2	Families find it useful to develop a goal pl	an.				
3	Families feel like home visitors are being pushy when they bring up goal plans.					
	Please rate your agreement with the followin need to cover the topics they want to with far model and any supplemental curricula, mate Strongly agree Agree Disagree Strongly disagree	imilies in home vi	sits. Please in es your progr	clude materials am uses.	s from your ho	me visiting
5.	Please rate your agreement with the follounique needs, values and priorities of the visiting model and any supplemental currous Strongly agree Agree Disagree Strongly disagree How much should home visitors focus on imp	e families you wo icula, materials	ork with. Ple and resourc	ase include m	aterials from	
6.	How much should nome visitors focus on imp	proving outcomes	тог			
		Not at all	Very little	A little	e bit V	ery much
1	Index child					
2	Primary caregiver					
3	Other children in the family or household					
4	Other adults in the family or household					

7. What does your program expect home visitors to do DURING THE VISIT if something comes up that they haven't

☐ My program expects home visitors just to explain that they can only work on things

8.

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	My program expects home visitors to direct the mother to a resource that CAN address
	this issue
	My program expects home visitors to try to work on this issue even though they are not
	trained to address it
	My program has no stated expectation for what home visitors do
	Not sure
Wha	at does your program expect home visitors to do DURING THE VISIT if a caregiver wants to do things differently
thar	n in the program curricula or protocols?
	My program expects home visitors to explain that I must follow the program curricula and
	protocols
	My program expects home visitors to modify visit activities to align with the caregiver's
	preferences while still being true to the 'spirit' of the curriculum or protocol
	My program expects home visitors to do things the way the caregiver prefers, even if this
	is very different from program curricula and protocols
	My program has no stated expectation for what home visitors do in this situation
	Not sure

9. How effective is your program overall at MAKING A DIFFERENCE for families in the following areas?

		Not at all effective	Somewhat effective	Mostly effective	Extremely effective
1	Prenatal health/prenatal care				
2	Postpartum health/postpartum care				
3	Breastfeeding				
4	Physical health (outside of pregnancy and postpartum health)				
5	Nutrition and physical activity				
6	Family planning				
7	Alcohol, tobacco, and other drug use				
8	Mental health or stress				
9	Healthy relationships				
10	Domestic violence				
11	Social support				
12	Job training and employment				
13	Furthering a caregiver's education				
14	Budgeting/making ends meet				
15	Meeting basic needs like food, utilities, health care and housing				
16	Child care				
17	Trauma (things that happened in the past that affect caregiver or family today)				
18	Connecting to community and culture				
19	Child health				
20	Child development				

Length of time for instrument: 60 minutes

	Not at all effective	Somewhat effective	Mostly effective	Extremely effective
21 Parent-child interaction				
22 Discipline/behavior management				
23 Feeding children (including formula and solids)				
24 Developmentally appropriate care/routines				
25 Co-parenting				
26 Child/home safety				
27 School readiness/early learning				

E. SELF-EFFICACY

The next set of questions asks you to consider your own knowledge, skills and abilities needed to accomplish tasks related to supporting home visitors. Please do not consider external barriers like lack of funding or staff time, agency policies, or geography.

1. Please rate your agreement with the following statement: Overall, I am able	to support home visitors to do their jobs
well.	
☐ Strongly agree	

□ Agree□ Disagree□ Strongly disagree

2. How confident are you that you can support home visitors to DO the following things in most situations?

		Not at all confident	Slightly confident	Somewha t confident	Mostly confident	Very confident
1	Balance family preferences with program priorities					
2	Communicate warmth, respect and appreciation to the family					
3	Develop and use family goal plans					
4	Conduct required screenings					
5	Tailor activities in response to family interests, concerns, and preferences					
6	Build relationships and trust with caregivers and their families					
7	Deliver home visiting curriculum the way the program and model intends					

Length of time for instrument: 60 minutes

		Not at all confident	Slightly confident	Somewha t confident	Mostly confident	Very confident
8	Model and coach parenting skills					
9	Identify and communicate strengths to caregivers					
10	Help families access needed services					
11	Collect data and information from caregivers					
12	Enter data and document what happens during home visits					
13	Plan home visits for families					
14	Retain families and keep caseload slots filled					
15	Deliver the expected number of home visits for each family					
16	Support families in managing crises					
17	Manage their time so that they can get everything done that they need to do					
18	Engage an uninterested or distracted caregiver during a home visit					
19	Engage an uninterested or fussy child during a home visit					
20	Ensure their safety when making home visits					
21	Engage fathers in home visits					
22	Work with multigenerational families and non- traditional caregivers					

The next set of questions asks about supporting home visitors in their work with caregivers around different topics or issues.

3. How confident are you that you can support home visitors to address the following topics with caregivers?

		Not at all confident	Slightly confident	Somewha t confident	Mostly confident	Very confident
1	Prenatal health/prenatal care					
2	Postpartum health/postpartum care					
3	Breastfeeding					
4	Physical health (outside of pregnancy and postpartum health)					
5	Nutrition and physical activity					
6	Family planning					
7	Alcohol, tobacco, and other drug use					
8	Mental health or stress					
9	Healthy relationships					

Length of time for instrument: 60 minutes

		Not at all confident	Slightly confident	Somewha t confident	Mostly confident	Very confident
10	Domestic violence					
11	Social support					
12	Job training and employment					
13	Furthering a caregiver's education					
14	Budgeting/making ends meet					
15	Meeting basic needs like food, utilities, health care and housing					
16	Child care					
17	Trauma (things that happened in the past that affect caregiver or family today)					
18	Connecting to community and culture					
19	Child health					
20	Child development					
21	Parent-child interaction					
22	Discipline/behavior management					
23	Feeding children (including formula and solids)					
24	Developmentally appropriate care/routines					
25	Co-parenting					
26	Child/home safety					
27	School readiness/early learning					

4. Tribal Home Visiting Program Coordinators/Managers take on many tasks in order to manage home visiting staff and successfully meet the Tribal MIECHV grant requirements. The next set of questions asks you to consider your own knowledge, skills and abilities needed to accomplish tasks related to managing a Tribal Home Visiting program. If you are not responsible for some of the tasks below, please mark "Not part of my job." Please do not consider external barriers like lack of funding or staff time, agency policies, or geography. How confident are you that you can DO the following tasks related to directing the home visiting program?

		Not at all confident	Slightly confident	Somewhat confident	Mostly confident	Very confident	Not part of my job
1	Develop and maintain program policies and procedures						
2	Monitor program performance						
3	Support staff to enroll enough families to keep caseload slots filled						

		Not at all confident	Slightly confident	Somewhat confident	Mostly confident	Very confident	Not part of my job
4	Recruit job candidates that have the right skills and experience to be effective home visiting program staff						
5	Successfully hire home visitors and other program staff						
6	Provide adequate training for program staff						
7	Retain home visiting staff						
8	Adequately compensate staff						
9	Support staff through the challenging aspects of their work						
10	Build and maintain relationships with other service providers in the community						
11	Implement our program the way we intend to, as described in our implementation plan						
12	Balance model requirements with local priorities						
13	Ensure high quality data collection						
14	Use data to make decisions guiding program implementation						
15	Sustain program funding						
16	Provide a supportive work environment for program staff						
17	Convene a local advisory board for your program						
18	Help program staff work together as a team						
19	Appropriately monitor fidelity of program implementation						

		Not at all confident	Slightly confident	Somewhat confident	Mostly confident	Very confident	Not part of my job
20	Tailor our program to be relevant to our local community and culture						
21	Cultivate community support for the program						
22	Monitor fiscal planning and oversight						
23	Cultivate tribal/agency leadership support for the program						
24	Manage subcontractors (e.g., contracted evaluators, clinical supervisors, data consultants, etc.)						
25	Effectively disseminate information about our program to professional audiences						
26	Effectively disseminate information about our program to tribal/ organizational leadership						
27	Effectively disseminate information about our program to community audiences						
28	Monitor employee performance and communicate with them about improvement plans, if needed						
29	Balance multiple requirements across different funders						
30	Utilize technical assistance to achieve program goals						
31	Submit required reports in a timely manner (to funders, tribe, agency, model, etc.)						
32	Communicate effectively with funders						
33	Meet Tribal MIECHV grant requirements without putting in unreasonable time and effort						

Length of time for instrument: 60 minutes

5. The following questions ask about your approach to being the home visiting program's team leader. Please state whether you agree or disagree with the following statements.

		Strongly agree	Agree	Neutral	Disagree	Strongly disagree
1	I initiate meetings to discuss the team's progress.					
2	I am available for consultation on problems.					
3	I am engaged in our team's day-to-day work.					
4	I manage crises in a calm and dependable way.					
5	I help the team get through challenges they face in their work.					
6	I handle personnel issues thoughtfully.					
7	I would go to bat for the team.					
8	I have enough training and experience to be an effective leader.					
9	I treat all team members fairly.					
10	I don't really know what the team needs to do its job well.					

F. JOB SATISFACTION

1. The following questions ask how you feel about your job overall. Please state how often you feel this way.

		None of the time	A little of the time	Some of the time	Most of the time	All of the time
1	The work I do is satisfying.					
2	My job is boring.					
3	My job allows me to be creative.					
4	I feel respected at work.					
5	My job is frustrating.					
6	My work gives me a sense of accomplishment.					
7	My job is interesting.					
8	The work I do is important.					
9	My job is overwhelming.					

2. Think about your pay from this job. How much do you agree or disagree with the following about your pay?

		Strongly agree	Agree	Disagree	Strongly disagree	Not sure
1	I can depend on my paycheck to be regular and on time.					

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		Strongly agree	Agree	Disagree	Strongly disagree	Not sure
2	The pay I get from this job is less than I deserve for the work that I do.					
3	The pay I get from this job is fair for my qualifications.					

3. The pay I get from this job is:

☐ Bai	ely	enough	to	live	on
-------	-----	--------	----	------	----

☐ Enough to cover my normal expenses

☐ Enough to live comfortably

4. For each job characteristic listed below, indicate how satisfied or dissatisfied you are with your current job at the home visiting program in this regard.

	one visiting program in this regard.	Completely satisfied	Somewhat satisfied	Somewhat dissatisfied	Completely dissatisfied
1	My job security				
2	The amount of vacation time I receive				
3	The amount of on-the-job stress				
4	My chances for promotion				
5	The number of home visitors I supervise				
6	The amount of time required of me to get the job done				
7	The amount of time I spend travelling for my day-to-day job				
8	The flexibility of my schedule				
9	The health insurance benefits my employer offers				
10	The retirement plan my employer offers				
11	The amount of leave or schedule flexibility available for family and community obligations				
12	The control I have over my daily work schedule				
13	The physical workspace				
14	Balancing the different tasks that are required of me				
15	Being able to get my work done with the amount of interruptions I experience				
16	The recognition I receive at work for my accomplishments				
17	The amount of money I earn				
18	My relationship with my immediate supervisor				
19	My physical safety while doing my job				

Length of time for instrument: 60 minutes

		Completely satisfied	Somewhat satisfied	Somewhat dissatisfied	Completely dissatisfied
20	My relationships with coworkers				
21	The training and professional development opportunities available to me				
22	How interesting the work is				
23	My work-life balance				
24	The mentoring and support I receive				
25	My ability to contribute to others in a meaningful way				
26	My job overall				

5. We are interested in learning about how your job relates to the community where your program provides home visiting services. Indicate your agreement or disagreement with each statement below.

		Strongly agree	Agree	Disagree	Strongly disagree	Not sure
1	The local community is very involved in shaping the home visiting services the home visiting program provides.					
2	My job makes me feel more connected to my community.					
3	I worry that my job has negatively impacted how I'm perceived in the local community.					
4	My job is meaningful to the local community.					
5	My job makes a positive difference in the local community.					
6	My job is contributing to a brighter future for the local community.					

G. PROFESSIONAL QUALITY OF LIFE

When you provide home visiting services to people you have direct contact with their lives. As you may have found, your compassion for those you serve can affect you in positive and negative ways. Below are some questions about your experiences, both positive and negative, as a home visiting program coordinator/manager. Consider each of the following questions about you and your current work situation. Select the number that honestly reflects how frequently you experienced these things in the last 30 days.

		Never	Rarely	Sometimes	Often	Very often
1	I am happy.					

	Never	Rarely	Sometimes	Often	Very often
I am preoccupied with more than one person our program serves.					
I get satisfaction from being able to make home visiting services available to people.					
I feel connected to others.					
I jump or am startled by unexpected sounds.					
I feel invigorated after working with those our program serves.					
I find it difficult to separate my personal life from my life as a home visiting program coordinator/manager.					
I am not as productive at work because I am losing sleep over the traumatic experiences of a person our program serves.					
I think that I might have been affected by the traumatic stress of those our program serves.					
I feel trapped by my job as a home visiting program coordinator/manager.					
Because of my role with the home visiting program, I have felt "on edge" about various things.					
I like my work as a program coordinator/manager.					
I feel depressed because of the traumatic experiences of the people our program serves.					
I feel as though I am experiencing the trauma of someone our program has served.					
I have beliefs that sustain me.					
I am pleased with how I am able to keep up with home visiting techniques and protocols.					
I am the person I always wanted to be.					
My work makes me feel satisfied.					
I feel worn out because of my work as a program coordinator.					
I have happy thoughts and feelings about those our program serves and how I could help them.					
I feel overwhelmed because my case load seems endless.					
I believe I can make a difference through my work.					
I avoid certain activities or situations because they remind me of frightening experiences of the people our program serves.					
	our program serves. I get satisfaction from being able to make home visiting services available to people. I feel connected to others. I jump or am startled by unexpected sounds. I feel invigorated after working with those our program serves. I find it difficult to separate my personal life from my life as a home visiting program coordinator/manager. I am not as productive at work because I am losing sleep over the traumatic experiences of a person our program serves. I think that I might have been affected by the traumatic stress of those our program serves. I feel trapped by my job as a home visiting program coordinator/manager. Because of my role with the home visiting program, I have felt "on edge" about various things. I like my work as a program coordinator/manager. I feel depressed because of the traumatic experiences of the people our program serves. I feel as though I am experiencing the trauma of someone our program has served. I have beliefs that sustain me. I am pleased with how I am able to keep up with home visiting techniques and protocols. I am the person I always wanted to be. My work makes me feel satisfied. I feel worn out because of my work as a program coordinator. I have happy thoughts and feelings about those our program serves and how I could help them. I feel overwhelmed because my case load seems endless. I believe I can make a difference through my work. I avoid certain activities or situations because they remind me of frightening experiences of	l am preoccupied with more than one person our program serves. I get satisfaction from being able to make home visiting services available to people. I feel connected to others. I jump or am startled by unexpected sounds. I feel invigorated after working with those our program serves. I find it difficult to separate my personal life from my life as a home visiting program coordinator/manager. I am not as productive at work because I am losing sleep over the traumatic experiences of a person our program serves. I think that I might have been affected by the traumatic stress of those our program serves. I feel trapped by my job as a home visiting program coordinator/manager. Because of my role with the home visiting program, I have felt "on edge" about various things. I like my work as a program coordinator/manager. I feel depressed because of the traumatic experiences of the people our program serves. I feel as though I am experiencing the trauma of someone our program has served. I have beliefs that sustain me. I am pleased with how I am able to keep up with home visiting techniques and protocols. I am the person I always wanted to be. My work makes me feel satisfied. I feel worn out because of my work as a program coordinator. I have happy thoughts and feelings about those our program serves and how I could help them. I feel overwhelmed because my case load seems endless. I believe I can make a difference through my work. I avoid certain activities or situations because they remind me of frightening experiences of	lam preoccupied with more than one person our program serves. I get satisfaction from being able to make home visiting services available to people. I feel connected to others. I jump or am startled by unexpected sounds. I feel invigorated after working with those our program serves. I find it difficult to separate my personal life from my life as a home visiting program coordinator/manager. I am not as productive at work because I am losing sleep over the traumatic experiences of a person our program serves. I think that I might have been affected by the traumatic stress of those our program serves. I feel trapped by my job as a home visiting program coordinator/manager. Because of my role with the home visiting program, I have felt "on edge" about various things. I like my work as a program coordinator/manager. 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I feel overwhelmed because my case load seems encless. I believe I can make a difference through my work. I avoid certain activities or situations because they remind me of frightening experiences of	lam preoccupied with more than one person our program serves. Iget satisfaction from being able to make home visiting services available to people. Ifeel connected to others.

Length of time for instrument: 60 minutes

		Never	Rarely	Sometimes	Often	Very often
24	I am proud of what I can do as a home visiting program coordinator/manager.					
25	As a result of home visiting, I have intrusive, frightening thoughts.					
26	I feel "bogged down" by the system.					
27	I have thoughts that I am a "success" as a program coordinator/manager.					
28	I can't recall important parts of my work with trauma victims.					
29	I am a very caring person.					
30	I am happy that I chose to do this work.					
31	The chronic stresses in the lives of people our program serves make me depressed.					
32	I take the stress of people our program serves home with me.					
33	I get overwhelmed by the ongoing challenges faced by the people our program serves.					

H. TRAINING

We would like to know whether Tribal Home Visiting Program Coordinators/Managers receive the training and supervisory support they need to do their jobs well. Please tell us whether you would like additional training and support in order to successfully accomplish the tasks related to being the home visiting program Program Coordinator/Manager.

1. How much <u>additional training and supervisory support</u> do you need to do the following parts of your job well:

		None	A little bit	A good amount	A lot	Not part of my job
1	Develop and maintain program policies and procedures					
2	Monitor program performance					
3	Support staff to enroll enough families to keep caseload slots filled					
4	Recruit job candidates that have the right skills and experience to be effective home visiting program staff					
5	Successfully hire home visitors and other program staff					
6	Provide adequate training for program staff					
7	Retain home visiting staff					
8	Adequately compensate staff					

		None	A little bit	A good amount	A lot	Not part of my job
9	Support staff through the challenging aspects of their work					
10	Build and maintain relationships with other service providers in the community					
11	Implement our program the way we intend to, as described in our implementation plan					
12	Balance model requirements with local priorities					
13	Ensure high quality data collection					
14	Use data to make decisions guiding program implementation					
15	Sustain program funding					
16	Provide a supportive work environment for program staff					
17	Convene a local advisory board for your program					
18	Help program staff work together as a team					
19	Appropriately monitor fidelity of program implementation					
20	Tailor our program to be relevant to our local community and culture					
21	Cultivate community support for the program					
22	Monitor fiscal planning and oversight					
23	Cultivate tribal/agency leadership support for the program					
24	Manage subcontractors (e.g., contracted evaluators, clinical supervisors, data consultants, etc.)					
25	Effectively disseminate information about our program to professional audiences					
26	Effectively disseminate information about our program to tribal/ organizational leadership					
27	Effectively disseminate information about our program to community audiences					
28	Monitor employee performance and communicate with them about improvement plans, if needed					
29	Balance multiple requirements across different funders					
30	Utilize technical assistance to achieve program goals					
31	Submit required reports in a timely manner (to funders, tribe, agency, model, etc.)					
32	Communicate effectively with funders					

		None	A little bit	A good amount	A lot	Not part of my job
33	Meet Tribal MIECHV grant requirements without putting in unreasonable time and effort					

	effort				
	Agree Disagree	erall, the trainii	ng I receive p	provides me with	n everything I
[ve you ever attended the [NATIONAL MODEL] training for h □ Yes □ No	nome visitors?			
[lave you ever attended the [NATIONAL MODEL] trai □ Yes □ No	ning for supe	rvisors?		
[ave you ever received training in how to manage staff □ Yes □ No	?			
 } }	lease rate your agreement with the following statement: Oneed to support the home visitors I supervise. ☐ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree	verall, the trair	ning I receive	provides me wi	th everything
ra	he following questions ask about the training you receive to ate your agreement with the following statements. The <u>train</u> upport the home visitors I supervise in the following areas:	ining I receive p			
		Strongly agree	Agree	Disagree	Strongly disagree
1	Monitoring progress of particular caregivers, including general updates and celebrating successes.				
2	Problem-solving for particular caregivers. This includes getting families connected to services, addressing challenging topics with families, strategies for motivating families, and supporting families through crises.				

Length of time for instrument: 60 minutes

		Strongly agree	Agree	Disagree	Strongly disagree			
3	Managing caseloads. This includes the number of families on their caseloads, enrolling new families into home visiting, scheduling home visits, and making the number of expected home visits.							
4	Building home visitor skills to provide information and support to families. This includes planning home visits, delivering the curriculum, learning how to model positive parenting and facilitate parent-child interaction, and accessing training and professional development.							
5	Home visitors' thoughts, feelings, actions and reactions when working with families, including any past trauma home visiting might bring up for them.							
6	Home visitor emotional wellbeing, including managing stress and exhaustion, things happening in their personal life, and community events influencing morale.							
7	Home visitor's professional development, including discussing their professional development goals and actions that can be taken to achieve those goals.							
8	Working effectively with other team members, including collaborating on activities, and roles and responsibilities of team members.							
9	Data collection and entry, including tracking what data to collect and when, questions about forms or assessments, data entry, explaining data collection to families, completing forms in a timely manner.							
10	Policies and procedures and other administrative topics. This includes following agency or program policies and procedures, changes to policies and procedures, completing administrative trainings and forms, time and leave reporting.							
11	Monitoring home visitor performance and providing feedback. This includes conducting both formal and informal performance reviews and supporting improvement when needed.							
	[In Question 5 above, for areas that received disagree and strongly disagree ratings, GO TO Question 5a below. For areas that received agree or strongly agree ratings, SKIP TO next area in Question 5.]							

7a. [If Question 5 = disagree or strongly disagree] Why do you think the training you received on _____ [fill area text in bold] hasn't fully prepared you to support home visitors in this area? CHECK ALL THAT APPLY

☐ I didn't get enough training in this area

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	Length of time for instri	iment: 60 minute
	 □ I didn't fully understand the training I received in this area □ The training I received wasn't useful □ I need something other than to training to be able to support home visitors in this area 	
8.	If you ask, can you attend trainings in specific areas relevant to your needs or professional goals? No Yes, I can once in a while when I ask Yes, I can about half the time I ask Yes, I can most of the times I ask Yes, I can every time I ask Always	
9.	How often do the trainings you attend directly relate to your day-to-day work with families? Always Often Sometimes Rarely Never	
10.	How often do the trainings you attend use training techniques that are helpful and engaging? ☐ Always ☐ Often ☐ Sometimes ☐ Rarely ☐ Never	
11.	. How often are the trainings you attend individualized to meet your needs? ☐ Always ☐ Often ☐ Sometimes ☐ Rarely ☐ Never	
	 How often do the trainings you attend offer techniques or materials that are relevant for your community and the families you serve? Always Often Sometimes Rarely Never 	
13.	. Please rate how important each of the following are for preparing and supporting home visitors	

13

		Not at all important	Minimally important	Somewhat important	Very important	Unsure
1	Shadowing another home visitor					

□ Nearly none of the time
 □ Some of the time
 □ About half of the time
 □ Most of the time
 □ Nearly all of the time
 □ All of the time

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		Not at all important	Minimally important	Somewhat important	Very important	Unsure			
2	One-on-one time with his/her direct supervisor								
3	[Model] training sessions								
4	Receiving reflective supervision								
5	Talking with other home visitors								
6	Case conferencing								
7	Watching videos of other home visitors								
8	Debriefing with co-workers								
9	Coursework/education in early childhood development or a related field								
10	Continuing education opportunities								
1. Pl	I. SUPERVISION								
h	2. In the past 6 months, how often have you had a supervisor to home visitor ratio that was more than what you could handle effectively?								

3. Given your program's resources and the training and support you've received, how confident are you that you can support home visitors in the following areas during one-on-one or group supervision?

		More	About the same	Less	Unsure
1	Monitoring progress of particular caregivers, including general updates and celebrating successes.				

		More	About the same	Less	Unsure
2	Problem-solving for particular caregivers. This includes getting families connected to services, addressing challenging topics with families, strategies for motivating families, and supporting families through crises.				
3	Managing caseloads. This includes the number of families on their caseloads, enrolling new families into home visiting, scheduling home visits, and making the number of expected home visits.				
4	Building home visitor skills to provide information and support to families. This includes planning home visits, delivering the curriculum, learning how to model positive parenting and facilitate parentchild interaction, and accessing training and professional development.				
5	Home visitors' thoughts, feelings, actions and reactions when working with families, including any past trauma home visiting might bring up for them.				
6	Home visitor emotional wellbeing, including managing stress and exhaustion, things happening in their personal life, and community events influencing morale.				
7	Home visitor's professional development, including discussing their professional development goals and actions that can be taken to achieve those goals.				
8	Working effectively with other team members, including collaborating on activities, and roles and responsibilities of team members.				
9	Data collection and entry, including tracking what data to collect and when, questions about forms or assessments, data entry, explaining data collection to families, completing forms in a timely manner.				

		More	About the same	Less	Unsure	
10	Policies and procedures and other administrative topics. This includes following agency or program policies and procedures, changes to policies and procedures, completing administrative trainings and forms, time and leave reporting, and performance reviews.					
11	Monitoring home visitor performance and providing feedback. This includes conducting both formal and informal performance reviews and supporting home visitors where they need to improve.					
р !	n the past year, has there been a time when yosition that you could go to for support in yo ☐ Yes ☐ No ☐ Unsure	=	ave a supervisor o	r someone in a	leadership	
to I	n the past year, has there been a time when yo o explore your thoughts, feelings, actions and ☐ Yes ☐ No ☐ Unsure	='		=	="	
h w !	 In the past year, has there been a time when you were unable to go to anyone in your program that you had a trusting relationship with to explore your thoughts, feelings, actions and reactions when working with home visitors and families? Yes No Unsure 					
	nce you began your position as a supervisor nter Number:	at your agen	cy, how many dire	ct supervisors I	have you had?	
J. C	BSERVATION OF HOME VIS	SITS				
	you ever observe home visitors during actual vis vision?	its or by reviev	ving video-recording	gs of their visits a	as part of	
	☐ No → SKIP TO Section K☐ View video recordings only → GO TO quest	stion 2				

		n only → GO TO questi dings and observe in pers	on 2 son → GO TO question 2
2. Do you	ı observe all hom	e visitors or only under co	ertain conditions? CHECK ALL THAT APPLY.
	Observe home vis Observe home vis	sitors who are newly hire sitors who request to be sitors who need extra hel	observed
3. About	how many times	per year do you observe	each home visitor?
	Less than 1 time 1 time per year 2 times per year 3-10 times per ye Eleven or more ti	ar	
4. Do you	use any specific	tool(s) or form(s) for obs	erving home visits?
	Yes, what is the n No → SKIP TO		m(s)? → GO TO Question 4a
	4a. [If Q	uestion 4 = Yes] Did you r	receive training on using this tool(s) from the tool developers?
		Yes, in-person training Yes, virtual training No	
		4b. [If Question 4a = Yes] How long ago did you receive this training?
		☐ Within the last☐ Within the last☐ Within the last☐ More than 3 years	2 years 3 years
		stion 4 = Yes] Please rate training in using this too	your agreement with the following statement: I feel I could use I(s).
		Strongly agree Agree Disagree Strongly disagree	
	4d. [If Que	estion 4 = Yes] How satisfi	ied are you with the rating areas this tool(s) includes?
		Extremely satisfied Somewhat satisfied Neither satisfied nor dis	satisfied

Length of time for instrument: 60 minutes

	☐ Somewhat dissatisfied ☐ Extremely dissatisfied
	4e. [If Question 4 = Yes] How useful do you find this tool(s) for guiding your home visit observations?
	□ Extremely useful□ Somewhat useful□ Not at all useful
5.	How important is observation in your overall supervision and evaluation of home visitors?
	 □ Observation is the most important tool for evaluating home visitors □ Observation is one of several essential tools for evaluating home visitors □ Observation can be useful for evaluating home visitors, but it is not essential □ Observation is not a very useful way to evaluate home visitors □ Observation is not at all useful for evaluating home visitors
6.	When you observe a home visit, what types of feedback do you give to the home visitor? CHECK ALL THAT APPPLY
	 □ Written feedback on a standard form □ Written feedback not on a standard form □ Verbal feedback with explicit areas for improvement □ Verbal feedback with little specific instruction □ I do not give feedback
7	Disease water your same amount with some of the fallerwing statements.

7. Please rate your agreement with each of the following statements:

		Strongly agree	Agree	Disagree	Strongly disagree	Unsure
1	Home visitors behave differently when they are being observed than when they are doing a visit on their own.					
2	The way families act in a home visit is pretty much the same whether the visit is being observed or they are just with their home visitor.					
3	Most families don't seem to mind when I go along on home visits to observe.					
4	Being videotaped is more uncomfortable for families than having someone there in person observing a home visit.					
5	I do not have the time I need to conduct home visit observations and provide feedback.					
6	Home visitors find it helpful to receive feedback from observations of their visits.					

Length of time for instrument: 60 minutes

K. ORGANIZATIONAL CULTURE AND CLIMATE

The following set of questions asks you to think about <u>how</u> your home visiting team does its work. We want to know how your team works together, takes in information, and makes decisions about the team's approach to home visiting. When answering questions about your team, please think about the staff that make up your home visiting program. This would include other home visitors, program managers, supervisors, evaluators, data managers and anyone else that might work closely with your program.

1. Please state whether you agree or disagree with the following statements.

		Strongly agree	Agree	Neutral	Disagree	Strongly disagree
1	This team gets all the information it needs to do our work and plan our schedules.					
2	It is easy for this team to obtain expert assistance when something comes up that we don't know how to handle.					
3	This team is kept in the dark about decisions that impact day-to-day work and what may happen with the program and its staff in the future.					
4	This team lacks access to useful training on the job.					
5	Excellent work pays off in this organization.					
6	It is clear what this team is supposed to accomplish.					
7	This team spends time making sure every team member understands their role and responsibilities.					
8	The team has invested plenty of time to clarify our goals.					
9	If you make a mistake on this team, it is often held against you.					
10	Members of this team are able to bring up problems and tough issues.					
11	People on this team are expected to conform to the group.					
12	It is safe to try something new on this team.					
13	It is difficult to ask other members of this team for help.					

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		Strongly agree	Agree	Neutral	Disagree	Strongly disagree
14	No one on this team would deliberately act in a way that undermines my efforts.					
15	Working with members of this team, my unique skills and talents are valued and utilized.					
16	Achieving this team's goals is well within our reach.					
17	This team can complete work as assigned without being required to put in unreasonable time or effort.					
18	With focus and effort, this team can do anything we set out to accomplish.					
19	Most people in this team have the ability to solve the problems that come up in our work.					
20	All members of this team have more than enough training and experience for the kind of work they have to do.					
21	Certain individuals in this team lack the special skills needed for good team work.					
22	We regularly take time to figure out ways to improve our team's work processes.					
23	This team tends to handle differences of opinion privately, rather than addressing them directly as a group.					
24	Team members go out and get all the information they possibly can from others-such as families, community members, and other program partners.					
25	This team frequently uses information and data that leads us to make important changes.					
26	In this team, someone always makes sure that we stop to reflect on the team's work process.					
27	People on this team often speak up to test assumptions we might have.					
28	People on this team are encouraged to think outside the box.					
29	We invite people from outside the team to present information or have discussions with us.					
30	This team uses data to see if our processes are leading to the results we want.					
31	Members of this team are encouraged to try new strategies to see if they will work.					
32	Members of this team support each other as we work to master new skills.					

		Strongly agree	Agree	Neutral	Disagree	Strongly disagree
33	The quality of work provided by this team is	П	П	П	П	П
	improving over time.	_	_	_	_	_

Length of time for instrument: 60 minutes

L. CONNECTION TO COMMUNITY SERVED

	 Do you live in the community or neighborhoods your program provides services to? ☐ Yes → GO TO Question 1a ☐ No → SKIP TO Question 1b 				
	 1a. [If Question 1 = Yes] In total, how many years have you lived in the community or neighborhoods your program provides services to? Less than 1 year 1-2 years 3-5 years 5-10 years More than 10 years 				
	 1b. [If Question 1 = No] If you ever previously lived in the community or neighborhoods your program provides services to, how long did you live there? I never lived there Less than 1 year 1-2 years 3-5 years 5-10 years More than 10 years 				
2.	Do you consider yourself a member of the tribal or urban Indian community your program provides services to? Yes No Somewhat				
3.	In general, do you feel as though you and the families your program serves share a similar cultural background? Yes, with most families Yes, with some families Yes, with a few families No				
М	. DEMOGRAPHICS				
	What is your Ethnicity? Hispanic or Latino Not Hispanic or Latino				
2.	What is your Race? (Select one or more) ☐ American Indian or Alaska Native → GO TO Question 2a ☐ Asian → SKIP TO Question 3 ☐ Black or African American → SKIP TO Question 3 ☐ Native Hawaiian or Other Pacific Islander → SKIP TO Question 3 ☐ White → SKIP TO Question 3				

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	2a. [If Question 2 = American Indian or Alaska Native] What is your tribal affiliation and/or identity?
1. What is 25 ar 26-24 30-34 40-44 50-54	nd under 9 9 9
	[NEXT SCREEN]
THA	NK YOU FOR TAKING THE TIME TO COMPLETE THIS SURVEY.
	Please click NEXT to exit the survey.