January 2019 OMB Control No.: 0970-0521 Expiration Date: 12/31/2021

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 #: 0970-0521, Exp: 12/31/2021. 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.

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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 _____.

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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.	What were your main field(s) of study? CHECK ALL THAT APPLY. (Responses not limited to highest degree completed.) Child development Early childhood education Education Psychology Social work/Social welfare Public health Nursing Other (specify)
3.	Prior to your current position, did you have experience providing home visiting services? 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 (this may include a previous position held at 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 □ Center-based daycare □ Preschool □ School, grades K-12 (non-nurse) □ School nurse □ After school program □ Special education program □ Nursing □ Home health care □ Other health care □ Social services □ Mentoring programs □ Mental health agencies □ No prior experience □ Other (specify):
5.	How many total years of professional experience do you have working with families and young children, including home visiting jobs and other jobs doing related work (e.g., years of nursing experience plus years as a parent educator in different settings)? ☐ Less than 1 year ☐ 1-2 years ☐ 3-5 years ☐ 6-10 years ☐ More than 10 years
6.	Aside from your professional work, how many years of experience do you have raising children? Please include experience you have as a primary caregiver for any child(ren) including your own and other's children. Please count experience providing regular, consistent care for a child as a primary caregiver. Do not include babysitting or infrequent assistance with children. Years of experience:
В.	CURRENT POSITION
1.	How many years have you worked for your home visiting program? Include years worked for your home visiting program in positions other than your current one. ☐ Less than 1 year ☐ 1-2 years ☐ 3-5 years ☐ 6-10 years ☐ More than 10 years
2.	In what month and year did you begin your present job as a program coordinator/manager? Month (Enter two digits for the month. For example, if you started in January enter "01". If you cannot recall which month you began, please leave this blank) Year (Enter four digits for the year. For example, if you started in 2012, enter "2012")

3.	How many hours do you work in a typical week? (For example, enter "1.5" if you spend an hour and a half.) Hours:
4.	Do you carry a home visiting caseload? ☐ Yes → GO TO Questions 4a & 4b ☐ No → 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? (For example, enter "1.5" if you spend an hour and a half.) Hours:
	4b. [If Question 4 = Yes] How many families are on your caseload? Number of families:
	 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 program coordinator/manager, how often do you interact directly with families? Daily Weekly Monthly 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 (specify)

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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. Select the response 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. Select the response that best describes your program's ranking of this outcome.

- 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 (including dental health/dental care)												
2	Supporting postpartum health and obtaining postpartum care (including dental health/dental care)												
3	Supporting breastfeeding												
4	Supporting physical health outside of pregnancy and postpartum health (including dental health/dental care)												
5	Supporting family planning												
6	Preventing and reducing alcohol, tobacco, and other drug use												
7	Promoting caregiver emotional well- being and preventing and reducing mental health problems or stress												
8	Preventing and reducing domestic violence												
9	Supporting healthy adult relationships (with boyfriends/girlfriends, husbands/wives, partners, co-parents)												
10	Increasing social support (support from family, friends, and community)												

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		0	1	2	3	4	5	6	7	8	9	10	Not sure
11	Furthering a caregiver's education and job training												
12	Supporting getting a job, or getting a better job												
13	Supporting child health (including dental health/dental care)												
14	Ensuring appropriate child care arrangements												
15	Supporting parenting to promote child development												
16	Basic needs like food, utilities, housing, transportation, and identification												
17	Legal system and services												
18	Supporting good nutrition and physical activity												
19	Supporting caregivers in budgeting and making ends meet												
20	Addressing unresolved issues from past caregiver trauma												
21	Connecting to community and culture (attending community and/or cultural activities, learning cultural teachings, making new relationships with others in your community)												
22	Supporting parent-child interaction												
23	Supporting positive discipline and behavior management												
24	Supporting caregivers in feeding children (including formula and solids, and not including breastfeeding)												
25	Helping caregivers to establish and maintain developmentally appropriate care/routines (daily routines like bedtime, mealtime, bath time)												
26	Supporting effective co-parenting												
27	Supporting child and home safety												

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

		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 (including dental health/dental care)				
2	Supporting postpartum health and obtaining postpartum care (including dental health/dental care)				
3	Supporting breastfeeding				
4	Supporting physical health outside of pregnancy and postpartum health (including dental health/dental care)				
5	Supporting family planning				
6	Preventing and reducing alcohol, tobacco, and other drug use				
7	Promoting caregiver emotional well-being and preventing and reducing mental health problems or stress				
8	Preventing and reducing domestic violence				
9	Supporting healthy adult relationships (with boyfriends/girlfriends, husbands/wives, partners, co-parents)				
10	Increasing social support (support from family, friends, and community)				
11	Furthering a caregiver's education and job training				
12	Supporting getting a job, or getting a better job				
13	Supporting child health (including dental health/dental care)				
14	Ensuring appropriate child care arrangements				
15	Supporting parenting to promote child development				
16	Basic needs like food, utilities, housing, transportation, and identification				
17	Legal system and services				
18	Supporting good nutrition and physical activity				
19	Supporting caregivers in budgeting and making ends meet				

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		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	Addressing unresolved issues from past caregiver trauma				
21	Connecting to community and culture (attending community and/or cultural activities, learning cultural teachings, making new relationships with others in your community)				
22	Supporting parent-child interaction				
23	Supporting positive discipline and behavior management				
24	Supporting caregivers in feeding children (including formula and solids, and not including breastfeeding)				
25	Helping caregivers to establish and maintain developmentally appropriate care/routines (daily routines like bedtime, mealtime, bath time)				
26	Supporting effective co-parenting				
27	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. When we use the term
	"family goal plan" below, we are referring to a plan to guide and tailor home visiting to help families reach goals.
	□ No, my program doesn't expect home visitors to develop family goal plans → SKIP TO question 4
	 ☐ Yes, my program expects home visitors to develop family goal plans → GO TO question 3a
	□ Not Sure → SKIP TO question 4

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3a. How much does your program agree or disagree with the following statement	3a. l	How	much	does	vour	program	agree	or disagre	e with	the fol	lowing	stateme	nts
---	-------	-----	------	------	------	---------	-------	------------	--------	---------	--------	---------	-----

		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.					

4. How much do <u>you</u> agree or disagree with the following statements?

		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 plan.					
3	Families feel like home visitors are being pushy when they bring up goal plans.					

5.	How much do you agree or disagree with the following statement: Your program provides all of the materials home visitors need to cover the topics they want to with families in home visits. Materials include home visiting model materials and any supplemental curricula, materials, and resources your program uses. ☐ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree
6.	Please rate your agreement with the following statement: The materials your program provides meet the unique needs, values and priorities of the families you work with. Materials include home visiting model materials and any supplemental curricula, materials, and resources your program uses. ☐ Strongly agree ☐ Disagree ☐ Disagree ☐ Strongly disagree

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7. How much should home visitors focus on improving outcomes for...

		Not at all	Very little	Somewhat	A lot
1	Index child				
2	Primary caregiver				
3	Other children in the family or household				
4	Other adults in the family or household				
8.	What does your program expect home visitors to do during to prepared/trained to address? ☐ My program expects home visitors just to explain that the covered in the program ☐ My program expects home visitors to direct the mother issue ☐ My program expects home visitors to try to work on this trained to address it ☐ My program has no stated expectation for what home vor Not sure	to a resource to sissue even the	ork on things hat <u>can</u> addres	ss this	n't been
9.	What does your program expect home visitors to do during the in the program curricula or protocols? ☐ My program expects home visitors to explain that I must protocols ☐ My program expects home visitors to modify visit activite preferences while still being true to the 'spirit' of the curled My program expects home visitors to do things the way is very different from program curricula and protocols ☐ My program has no stated expectation for what home vor Not sure	t follow the pro ties to align wit rriculum or pro the caregiver p	ogram curricula h the caregiven tocol orefers, even if	a and	ently than
10	How affective is your program overall at making a difference	for familias in	the following a	ranci	

10. How effective is your program overall at <u>making a difference</u> for families in the following areas?

		Not at all effective	Somewhat effective	Mostly effective	Very effective
1	Prenatal health/prenatal care (including dental health/dental care)				
2	Postpartum health/postpartum care (including dental health/dental care)				
3	Breastfeeding				
4	Physical health outside of pregnancy and postpartum health (including dental health/dental care)				
5	Family planning				
6	Alcohol, commercial tobacco, and other drug use				
7	Caregiver emotional well-being, mental health or stress				

		Not at all effective	Somewhat effective	Mostly effective	Very effective
8	Domestic violence				
9	Healthy adult relationships (with boyfriends/girlfriends, husbands/wives, partners, coparents)				
	Social support (support from family, friends, and community)				
_11	Furthering a caregiver's education and job training				
12	Getting a job, or getting a better job				
13	Child health (including dental health/dental care)				
14	Making child care arrangements				
15	Child development				
16	Basic needs like food, utilities, housing, transportation, and identification				
17	Legal system and services				
18	Nutrition and physical activity				
19	Budgeting/making ends meet				
20	Trauma (things that happened in the past that affect caregiver today)				
21	Connecting to community and culture (attending community and/or cultural activities, learning cultural teachings, making new relationships with others in your community)				
22	Parent-child interaction				
23	Discipline/behavior management				
24	Feeding children (including formula and solids, and not including breastfeeding)				
25	Developmentally appropriate care/routines (daily routines like bedtime, mealtime, bath time)				
26	Co-parenting				
27	Child/home safety				

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D. 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. How r	much do you agree or disagree with the following statement: Overall, I am able to support home visitors to do
their job	os 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	Not very confident	Somewhat confident	Mostly confident	Completely 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					
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					
		13				

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	Not at all confident	Not very confident	Somewhat confident	Mostly confident	Completely confident
Engage an uninterested or fussy child during a home visit					
20 Ensure their safety when making home visits					
21 Engage fathers in home visits					
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	Not very confident	Somewhat confident	Mostly confident	Completely confident
1	Prenatal health/prenatal care (including dental health/dental care)					
2	Postpartum health/postpartum care (including dental health/dental care)					
3	Breastfeeding					
4	Physical health outside of pregnancy and postpartum health (including dental health/dental care)					
5	Family planning					
6	Alcohol, commercial tobacco, and other drug use					
7	Caregiver emotional well-being, mental health or stress					
8	Domestic violence					
9	Healthy adult relationships (with boyfriends/girlfriends, husbands/wives, partners, co-parents)					
10	Social support (support from family, friends, and community)					
11	Furthering a caregiver's education and job training					
12	Getting a job, or getting a better job					
13	Child health (including dental health/dental care)					
14	Making child care arrangements					
15	Child development					
16	Basic needs like food, utilities, housing, transportation, and identification					
17	Legal system and services					

26 Co-parenting

Child/home safety

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		Not at all	Not very	Somewhat	Mostly	Completely
		confident	confident	confident	confident	confident
18	Nutrition and physical activity					
19	Budgeting/making ends meet					
20	Trauma (things that happened in the past that affect caregiver today)					
21	Connecting to community and culture (attending community and/or cultural activities, learning cultural teachings, making new relationships with others in your community)					
22	Parent-child interaction					
23	Discipline/behavior management					
24	Feeding children (including formula and solids, and not including breastfeeding)					
25	Developmentally appropriate care/routines (daily routines like bedtime, mealtime, bath time)					

4. 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 managing your home visiting program?

		Not at all confident	Not very confident	Somewhat confident	Mostly confident	Completely 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						
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						

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		Not at all confident	Not very confident	Somewhat confident	Mostly confident	Completely confident	Not part of my job
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						
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						

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		Not at all confident	Not very confident	Somewhat confident	Mostly confident	Completely confident	Not part of my job
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						
-20	audiences						
26	Effectively disseminate information about our						
	program to						
	tribal/organizational	Ы		Ь	ш		
	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,						
-22	tribe, agency, model, etc.)						
32	Communicate effectively with funders						
33	Meet Tribal MIECHV grant						
33	requirements without						
	putting in unreasonable time						
	and effort						
	and choic						

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5. The following questions ask about your approach to being your home visiting program's team leader. How much do you agree or disagree with the following statements?

		Strongly agree	Agree	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.				

E. JOB SATISFACTION

1. The following questions ask how you feel about your job overall. 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.					

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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.					
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.	As you think about the pay you get from this job, which statement best describes your thoughts? The pay I get from
	this job is

- ☐ Barely enough to live on
- ☐ Enough to cover my normal expenses
- ☐ Enough to live comfortably

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

		Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
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				
20	My relationships with coworkers				

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		Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
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 you provide home visiting services. How much do you agree or disagree with the following statements?

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

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F. Professional Quality of Life

1. When you work in home visiting services, you have direct contact with people's 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. How often did you experience these things in the last 30 days?

		Never	Rarely	Sometimes	Often	Always
1	I am happy.					
2	I am preoccupied with more than one person our program serves.					
3	I get satisfaction from being able to make home visiting services available to people.					
4	I feel connected to others.					
5	I jump or am startled by unexpected sounds.					
6	I feel invigorated after working with those our program serves.					
7	I find it difficult to separate my personal life from my life as a home visiting program coordinator/manager.					
8	I am not as productive at work because I am losing sleep over the traumatic experiences of a person our program serves.					
9	I think that I might have been affected by the traumatic stress of those our program serves.					
10	I feel trapped by my job as a home visiting program coordinator/manager.					
11	Because of my role with the home visiting program, I have felt "on edge" about various things.					
12	I like my work as a program coordinator/manager.					
13	I feel depressed because of the traumatic experiences of the people our program serves.					
14	I feel as though I am experiencing the trauma of someone our program has served.					
15	I have beliefs that sustain me.					
16	I am pleased with how I am able to keep up with home visiting techniques and protocols.					
17	I am the person I always wanted to be.					
18	My work makes me feel satisfied.					
19	I feel worn out because of my work as a program coordinator/manager.					
20	I have happy thoughts and feelings about those our program serves and how I could help them.					

Length of time for instrument: 60 minutes

		Never	Rarely	Sometimes	Often	Always
21	I feel overwhelmed because my case load seems endless.					
22	I believe I can make a difference through my work.					
23	I avoid certain activities or situations because they remind me of frightening experiences of the people our program serves.					
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.					

G. TRAINING

We would like to know whether 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 coordinator/manager.

1. How much additional training and supervisory support 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					

Length of time for instrument: 60 minutes

		None	A little bit	A good amount	A lot	Not part of my job
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					
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.)		<u> </u>			
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					
	Submit required reports in a timely manner (to funders,					
31	tribe, agency, model, etc.)					
32	Communicate effectively with funders					
33	Meet Tribal MIECHV grant requirements without putting in unreasonable time and effort					

2. How much do you agree or disagree with the following statement: Overall, the training I receive provides me with
everything I need to manage the home visiting program.
☐ Strongly agree

□ Agree

☐ Disagree

☐ Strongly disagree

3. I	Have you ever attended the [NATIONAL MODEL] training for home vis ☐ Yes ☐ No	itors?			
4.	Have you ever attended the [NATIONAL MODEL] training for supervi ☐ Yes ☐ No	sors?			
5.	Have you ever received training in how to manage staff? ☐ Yes ☐ No				
6.	How much do you agree or disagree with the following statement: Of everything I need to support the home visitors I supervise. ☐ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree	verall, the tr	aining I re	ceive provid	es me with
7.	The following questions ask about the training you receive to help you much do you agree or disagree with the following statements?		and suppo	ort home visi	
	The <u>training I receive</u> provides me with everything I need to support areas:	the home vis	sitors I sup	pervise in the	e following
		Strongly agree	Agree	Disagree	Strongly disagree
1	Monitoring progress of particular caregivers, including general updates and celebrating successes.	Strongly			Strongly
1 2	Monitoring progress of particular caregivers, including general updates and celebrating successes. Problem-solving for particular caregivers. This includes getting families connected to services, addressing challenging topics.	Strongly agree	Agree	Disagree	Strongly disagree
	Monitoring progress of particular caregivers, including general updates and celebrating successes. Problem-solving for particular caregivers. This includes getting families connected to services, addressing challenging topics with families, strategies for motivating families, and supporting	Strongly agree	Agree	Disagree	Strongly disagree
2	Monitoring progress of particular caregivers, including general updates and celebrating successes. 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. 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. Building home visitor skills to provide information and support to families. This includes planning home visits, delivering the	Strongly agree	Agree	Disagree	Strongly disagree

		Strongly agree	Agree	Disagree	Strongly disagree			
	Home visitor emotional wellbeing, including managing stress							
6	and exhaustion, things happening in their personal life, and							
	community events influencing morale.							
	Home visitor's professional development, including discussing							
7	their professional development goals and actions that can be							
	taken to achieve those goals.							
	Working effectively with other team members, including							
8	collaborating on activities, and roles and responsibilities of team							
	members.							
	Data collection and entry, including tracking what data to							
9	collect and when, questions about forms or assessments, data							
J	entry, explaining data collection to families, completing forms in				ш			
	a timely manner.							
	Policies and procedures and other administrative topics. This							
10	includes following agency or program policies and procedures,							
10	changes to policies and procedures, completing administrative	_	_	_	_			
	trainings and forms, time and leave reporting.							
	Monitoring home visitor performance and providing feedback.	_	_	_	_			
11	This includes conducting both formal and informal performance							
	reviews and supporting improvement when needed.							
	[In Question 7 above, for areas that received disagree and strongly disagree ratings, GO TO Question 7a below. For areas that received agree or strongly agree ratings, SKIP TO Question 8.] 7a. [If Question 7 = disagree or strongly disagree] In the previous question you reported that the training you receive does not provide you with everything you need to support the home visitors you supervise in the following area(s). Why do you think the training you received in the following area(s) has not fully prepared you to support home visitors in this/these area(s)? CHECK ALL THAT APPLY ☐ I didn't get enough training in this area ☐ 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 suppor	t home visit	ors in this	area				
]]]	you ask, can you attend trainings in specific areas relevant to your r □ 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 □ Not sure	needs or pro	fessional	goals?				
[ow often do the trainings you attend directly relate to your day-to-o Never Rarely	lay work wit	h families	5?				

	□ Som □ Ofte □ Alw				-				
	Neve Rare	ly etimes n	d engaging?						
	 1. How often are the trainings you attend individualized to meet your needs? Never Rarely Sometimes Often Always 								
	 12. How often do the trainings you attend offer techniques or materials that are relevant for your community and the families you serve? Never Rarely Sometimes Often Always 								
13. Ho	o <u>w imp</u>	ortant is each of the following in prepari		ing home visito					
			Not at all important	Minimally important	Somewhat important	Very important			
	1	Shadowing another home visitor							
	2	One-on-one time with his/her direct supervisor							
	3	[Model] training sessions							
	4	Receiving reflective supervision							
	_	Talking with other home visitors							

		important	important	important	important
1	Shadowing another home visitor				
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				

Length of time for instrument: 60 minutes

H. SUPERVISION

1.	The size of your current supervisor to home visitor ratio is ☐ Lighter than you are able to handle effectively ☐ About right ☐ Heavier than you are able to handle effectively
2.	In the past 6 months, how long have you had a supervisor to home visitor ratio that was more than what you could handle effectively?
	□ Never
	☐ Less than 1 month
	□ 1 month
	□ 2 months
	□ 3 months
	☐ 4 months or longer

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?

		Not at all confident	Not very confident	Somewhat confident	Mostly confident	Completely confident	Not part of my job
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.						
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.						

		Not at all confident	Not very confident	Somewhat confident	Mostly confident	Completely confident	Not part of my job
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.						

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		Not at all confident	Not very confident	Somewhat confident	Mostly confident	Completely confident	Not part of my job	
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.							
У	5. In the past year, has there been a time when you were unable to go to your supervisor or other provider to explore your thoughts, feelings, actions and reactions when working with home visitors and families? Yes No Unsure							
t	 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 							
	since you began your position as a sunter Number:	ipervisor at y	our agency, l	now many dire	ect supervisor	rs have you had	?	

Expiration Date: 12/31/2021

Length of time for instrument: 60 minutes

I. OBSERVATION OF HOME VISITS

1. Do yo supervis		e visitors during actual	visits or by reviewing video-recordings of their visits as part of
	Observe in person	ngs only → GO TO quostion	
2. Do yo	u observe all home	visitors or only under ce	ertain conditions? CHECK ALL THAT APPLY.
	Observe home visit	tors who are newly hire tors who request to be o tors who need extra hel	observed
3. About	t how many times pe	er year do you observe	each home visitor?
	Less than 1 time per 1 time per year 2 times per year 3-10 times per year 11 or more times year	r	
4. Do yo	u use any specific to	ool(s) or form(s) for obse	erving home visits?
	Yes, what is the name \rightarrow SKIP TO quadrates		n(s)? → GO TO Question 4a
	4a. [If Que	estion 4 = Yes] Did you r	eceive training on using this tool(s) from the tool developers?
		es, in-person training es, virtual training No	
	4	1b. [If Question 4a = Yes] How long ago did you receive this training?
		☐ Within the last☐ 1 or 2 years ago☐ 3 or more years	
		tion 4 = Yes] How much nal training in using this	do you agree or disagree with the following statement: I feel I could tool(s).
		Strongly agree Agree Disagree Strongly disagree	

Length of time for instrument: 60 minutes

	4d. [If Question 4 = Yes] How satisfied or dissatisfied are you with the rating areas this tool(s) includes?
	 □ Very dissatisfied □ Dissatisfied □ Satisfied □ Very satisfied 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	How much do you agree or disagree with the following statements:

7. How much do you agree or disagree with 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

J. 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 home visitors, program coordinators/managers, supervisors, evaluators, data managers and anyone else that might work closely with your program.

1. How much do you agree or disagree with the following statements?

	,	Strongly agree	Agree	Disagree	Strongly disagree
1	Our team gets all the information it needs to do our work and plan our schedules.				
2	It is easy for our team to obtain expert assistance when something comes up that we don't know how to handle.				
3	Our 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	Our team lacks access to useful training on the job.				
5	Excellent work pays off in this organization.				
6	It is clear what our team is supposed to accomplish.				
7	Our team spends time making sure every team member understands their role and responsibilities.				
8	Our team has invested plenty of time to clarify our goals.				
9	If you make a mistake on our team, it is often held against you.				
10	Members of our team are able to bring up problems and tough issues.				
11	People on our team are expected to conform to the group.				
12	It is safe to try something new on our team.				
13	It is difficult to ask other members of our team for help.				
14	No one on our team would deliberately act in a way that undermines my efforts.				
15	Working with members of our team, my unique skills and talents are valued and utilized.				
16	Achieving this team's goals is well within our reach.				
17	Our team can complete work as assigned without being required to put in unreasonable time or effort.				
18	With focus and effort, our team can do anything we set out to accomplish.				
19	Most people in our team have the ability to solve the problems that come up in our work.				
20	All members of our team have more than enough training and experience for the kind of work they have to do.				

		Strongly agree	Agree	Disagree	Strongly disagree
21	Certain individuals in our 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	Our 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	Our team frequently uses information and data that leads us to make important changes.				
26	In our team, someone always makes sure that we stop to reflect on the team's work process.				
27	People on our team often speak up to test assumptions we might have.				
28	People on our team are encouraged to think outside the box.				
29	We invite people from outside our team to present information or have discussions with us.				
30	Our team uses data to see if our processes are leading to the results we want.				
31	Members of our team are encouraged to try new strategies to see if they will work.				
32	Members of our team support each other as we work to master new skills.				
33	The quality of work provided by our team is improving over time.				

2.

3.

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Length of time for instrument: 60 minutes

K. CONNECTION TO COMMUNITY SERVED

1.	•	n the same community or neighborhoods your program provides services to?			
	□ Yes	→ GO TO Question 1a → SKIP TO Question 1b			
	□ NO	7 Skip 10 Question 10			
		 1a. [If Question 1 = Yes] In total, how many years have you lived in the same community or neighborhoods your program provides services to? □ Less than 1 year 			
		☐ 1-2 years			
		☐ 3-5 years			
		☐ 6-10 years			
		☐ More than 10 years			
		1b. [If Question 1 = No] If you ever previously lived in the same 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			
		☐ 6-10 years			
		☐ More than 10 years			
•	•	ourself a member of the same tribal or urban Indian community your			
	•	services to?			
	Somewhat				
ш	Joinewhat				
		feel as though you and the families your program serves share a similar			
	ral backgrou				
	☐ Yes, with most families				
	Yes, with sor				
	Yes, with a fe	ew families			
	No				

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Length of time for instrument: 60 minutes

L. DEMOGRAPHICS

L.	What is your Ethnicity? ☐ Hispanic or Latino ☐ Not Hispanic or Latino						
2.	Wha	t is you	ur Race? (Select one or more) American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White	 → GO TO Question 2a → SKIP TO Question 3 			
		2a. [If Question 2 = American Indian or Alaska Native] What is your tribal affiliat and/or identity?					
3. What is your age? ☐ 25 and under ☐ 26-29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60 or older							

[NEXT SCREEN]

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS SURVEY.

Please click NEXT to exit the survey.