Staff Questionnaire – Educational Staff

Interview Details	
Program Name:	Date/Time of Interview:
Full Name:	Interviewer:
Past and Current Position(s) at Program:	

*Note: Before beginning the interview and/or providing this questionnaire to staff, provide a brief introduction, including monitor role and purpose of monitoring visit, confidentiality of staff interview, and clarify any questions. See *Introduction Prompt for Staff* for additional guidance as needed.

Note: If program does not have an Education Coordinator, questions can be included in interview with staff who has oversight of educational services.

	NOTES
Tell me about your role and main responsibilities.	
Explain how UAC education services are documented in the UAC case file and in the UAC Portal. • Which documents do you gather? Which documents, if any, do you upload to the UAC Portal? How does that process work? • How do you document daily class attendance?	
Do you feel that you receive adequate training to perform your educational duties? If not, please explain.	

• **What additional training do you think a person in your position would benefit from?**	
What does *trauma-informed care* mean to you? • **How do you deliver trauma-informed care as part of the education team?**	
How has the school enrollment process been? Have you encountered any difficulties? • What type of educational assessment is administered to youth? • How has it been working with the local school district to provide additional educational support for youth with higher needs? • Have you been able to obtain Individualized Education Plans (IEP) for students who need it?	
How does the program ensure that the educational services are adequate and appropriate for each individual UAC? (Examples of individual needs include, but are not limited to language, special needs (mental health), learning preferences, readiness level, etc.) • Do schools provide updated progress reports regularly? • Do foster parents and/or staff attend parent/teacher meetings?	
How do you collaborate with other teams and	

community stakeholders to ensure that UACs developmental, social, and educational needs are being met? • What recommendations do you have to strengthen the collaboration and communication with other departments?	
How do you ensure that UAC have adequate school supplies?	
Are there any adjustments to the educational curriculum/schedule during the summer months and/or during long holidays/breaks? If so, please describe.	
Do youth have access to vocational training? If so, how and when is it provided? • Describe your vocational education curriculum and how you track it.	
Describe the process for providing educational records at discharge.	
How do staff and/or foster parents work with schools to handle behavioral problems?	

4 | P a g e

• Can you provide an example of recent behavior issues that you have experienced?	
Ask the next four questions marked (I/LS) if the educational staff and the independent/life skills coordinator is the same person. If not, continue on to the questions below.	
(I/LS) At what age do youth begin receiving life skills training? How do you prepare LTFC clients for independent living? • Do you administer a life skills assessment? If so, how often and what topic areas are covered? • Please describe your life skills curriculum. • How often do you meet with clients?	
(I/LS) Do you feel that you have enough materials and resources to teach the minors successfully? If not, what additional resources would be helpful?	
(I/LS) How are foster parents and/or direct care staff (group homes) included in preparing clients for independent living?	
(I/LS) How do you collaborate with other departments/program areas (i.e. case management, clinical etc.) to ensure that clients receive well-rounded support to be successful upon discharge from the program?	
Describe how you receive support and guidance from your supervisor.	

• **Do you feel that your supervisor provides appropriate and timely support, guidance, and feedback?**	
Do you have any concerns about the treatment of UACs? Do you have any concerns about any particular staff or foster parents (any person you think should NOT be working with UAC)?	
What general recommendations do you have to strengthen the program? What improvements would you put in place? • **Have you shared these ideas with your supervisor or any other program staff?**	
What are the things that you love/enjoy about your job? What are the challenges you face in your job?	
What recommendations do you have for ORR that I can take back to share with our headquarter teams?	