**LTFC Staff Questionnaire – Home Finder/Recruiter**

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

\*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.

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|  | NOTES |
| **Tell me about your role and main responsibilities.** |  |
| **What are the things that you love/enjoy about your job? What are the challenges you face in your job?** |  |
| **How do you keep up-to-date on current and new ORR policies and procedures?**   * How are you trained/notified when there is an update or a change to ORR policies and procedures? Flores Settlement Agreement? * Do you know where to find the most up to date information? |  |
| **Do you feel that you receive adequate training to perform your home finder/recruiter duties?** If not, please explain. |  |
| **What are your recruitment and marketing strategies to obtain new foster parents?**   * Do you have targeted recruitment for Spanish speaking families? * How often do you hold recruitment events? * What challenges do you encounter with recruitment? |  |
| **What types of placements do you have (i.e. group homes, sub-contracted placements, therapeutic etc.)?**   * If the program does not already have therapeutic placements, is it possible it would have the capacity for them in the future? |  |
| **What does the licensing process look like? How long does it typically take a foster family to obtain their license?** |  |
| **What is your plan to ensure that foster parents meet the 40-hour annual training requirement per the Cooperative Agreement?**   * How do you train foster parents on ORR P&P? * Do you think that foster parents receive adequate training? Is there any area in which you think foster parents should receive additional training? |  |
| **How do you prepare foster families to receive a child/youth?**   * **Do you conduct pre-placement phone calls (or in-person meetings for internal transfers, if applicable)?** * What information do foster parents receive about a UAC that will be placed in their home? |  |
| **How do you organize respite care?**   * If needed, how can foster parents request respite? |  |
| **How often do you conduct home visits?**  **When home visits are completed, what are you monitoring? How do you ensure that local regulations are met? (i.e.: smoke detectors, review escape plans, fire extinguishers, etc.)**  **How do you respond to noncompliance with ORR P&P and federal/state/local regulations in the foster homes? Please provide examples.** |  |
| **How can foster parents provide feedback to the program?** |  |
| **Has any home ever been under investigation/suspension? What was the outcome?** |  |
| **Please describe your relationship with your supervisor.**   * Do you feel that you have adequate support from you supervisor? |  |
| **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 recommendations do you have for ORR that I can take back to share with our headquarter teams?** |  |

## Additional Notes

Enter Additional Notes.