**Staff Questionnaire – Program Director**

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| **Interview Details** |  |
| Program Name: | Past and Current Position(s) at Program:  |
| Level of Care: | Date/Time of Interview: |
| Full Name: | 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 |
| **Provide a general overview of your program.*** **What do you see as some of the strengths of your program?**
* **What are some of the challenges?**
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| **Tell me about your role and main responsibilities.*** **Which staff members do you supervise directly?**
* **How do the lines of communication work at the program?**
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| **What changes do you envision for your program in the next year?** * **In the next couple of years?**
* Have these changes been shared with your ORR PO?
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| **How is ORR P&P and updates to the P&P communicated to program staff?*** How often do you meet with staff? All staff? Individual teams?
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| **Does the program have a system to assess ongoing staff training needs?*** Have you identified any training topics that you would like your staff to take?
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| **What does *trauma-informed care* mean to you?****Describe how the program delivers trauma-informed care to UACs.***This is a chance to explore how the program is currently implementing trauma-informed care at the organizational level. Does the program need additional resources/tools to effectively put in place trauma-informed practices and techniques?* |  |
| **Describe how program staff deliver psychoeducation to sponsors and youth. (Ask about ORR-required service areas, such as education, legal services, mental health.)** |  |
| ***If the program has sub-recipients*, what is your process for assigning cases to specific providers?** |  |
| **Do you and/or members of your staff participate in community stakeholder meetings? If so, what is your agency’s role in these meetings? How does participation in these meetings contribute to client services?** |  |
| **Explain the procedures currently in place to monitor and evaluate program operations.** * How do you detect non-compliance with ORR requirements?
* How do you detect non-compliance with federal/state/local regulations?
* Do you feel like this process is effective?
* Do you feel like they need to be improved or changed?
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| **Describe actions taken when noncompliance is detected and provide examples (*staff conduct* for both onsite staff and/or sub-recipients*,* *reporting, etc.*).**  |  |
| **How does the program incorporate input from minors, sponsors, staff, and program partners to assess the program?*** How does the program incorporate information collected through ongoing self-monitoring (*e.g. case reviews, routine staff meetings*) to assess the program?
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| **How is the program’s budget?** * Are there sufficient funds to provide for the UAC?
* Does the program have sufficient funds to meet all ORR requirements?
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| **How would you improve the program?** |  |
| **What recommendations do you have that I bring back to share with ORR headquarters?*** Is there anything that you would like to ask or discuss, that was not previously mentioned?
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## Additional Notes

Enter Additional Notes.