**LTFC Staff Questionnaire – Program Director/Assistant Program Director**

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| **Interview Details** |  |
| Program Name: | Interviewer Name: |
| Full Name: | Date/Time of Interview: |
| 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.

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|  | NOTES |
| **Provide a general overview of how your program is doing.*** **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 program’s 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?)* |  |
| **Explain the procedures currently in place to monitor and evaluate program operations.** * How do you detect non-compliance with ORR P&P?
* 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, reporting, etc.*)** |  |
| **Tell me about how UACs are adjusting to the local community.** * Have there been any challenges with schools, legal services, medical services, etc.?
* How has the program addressed these challenges?
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| **How does the program incorporate input from minors, staff, program partners, legal service providers, and children’s sponsors to assess the program?*** How does the program incorporate information collected through ongoing self-monitoring (*e.g. weekly case reviews, routine staff meetings*) to assess the program?
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| **Please explain your internal referral review process.** * Who is responsible for reviewing and accepting referrals?
* How many cases are reviewed at a time?
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| **Tell me about your recruitment of foster families.** * How does the program manage recruitment?
* Has the program faced any challenges in its recruitment efforts?
* What is your vision for recruitment in the next year?
* How can recruitment be improved?
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| **Tell me about your relationship with the foster families after recruitment.*** How do you ensure they feel supported?
* How do you ensure they meet ongoing training needs?
* Can anything more be done to build positive relationships with foster families and retain the families? If so, do you have any suggestions?
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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.