

## LTFC Staff Questionnaire - Home Finder/Recruiter

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.

	NOTES
<b>Tell me about your role and main responsibilities.</b>	
<b>What are the things that you love/enjoy about your job? What are the challenges you face in your job?</b>	
<b>How do you keep up-to-date on current and new ORR policies and procedures?</b> <ul style="list-style-type: none"> <li>• How are you trained/notified when there is an update or a change to ORR policies and procedures? Flores Settlement Agreement?</li> <li>• Do you know where to find the most up to date information?</li> </ul>	

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to allow ORR Monitoring Team staff to interview and document responses from home finders/recruiters during biennial site visits. Public reporting burden for this collection of information is estimated to average 1.0 hour per response (plus an additional 1.0 hour if the site visit is performed by a contractor monitor), including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Homeland Security Act, 6 U.S.C. 279). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. If you have any comments on this collection of information please contact [UCPolicy@acf.hhs.gov](mailto:UCPolicy@acf.hhs.gov).

<p><b>Do you feel that you receive adequate training to perform your home finder/recruiter duties?</b> If not, please explain.</p>	
<p><b>What are your recruitment and marketing strategies to obtain new foster parents?</b></p> <ul style="list-style-type: none"> <li>• Do you have targeted recruitment for Spanish speaking families?</li> <li>• How often do you hold recruitment events?</li> <li>• What challenges do you encounter with recruitment?</li> </ul>	
<p><b>What types of placements do you have (i.e. group homes, sub-contracted placements, therapeutic etc.)?</b></p> <ul style="list-style-type: none"> <li>• If the program does not already have therapeutic placements, is it possible it would have the capacity for them in the future?</li> </ul>	
<p><b>What does the licensing process look like? How long does it typically take a foster family to obtain their license?</b></p>	
<p><b>What is your plan to ensure that foster parents meet the 40-hour annual training requirement per the Cooperative Agreement?</b></p> <ul style="list-style-type: none"> <li>• How do you train foster parents on ORR P&amp;P?</li> <li>• Do you think that foster parents receive adequate training? Is there any area in which you think foster parents should receive additional training?</li> </ul>	
<p><b>How do you prepare foster families to receive a child/youth?</b></p> <ul style="list-style-type: none"> <li>• <b>Do you conduct pre-placement phone calls (or in-person meetings for internal transfers, if applicable)?</b></li> </ul>	

<ul style="list-style-type: none"> <li>• What information do foster parents receive about a UAC that will be placed in their home?</li> </ul>	
<p><b>How do you organize respite care?</b></p> <ul style="list-style-type: none"> <li>• If needed, how can foster parents request respite?</li> </ul>	
<p><b>How often do you conduct home visits?</b></p> <p><b>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.)</b></p> <p><b>How do you respond to noncompliance with ORR P&amp;P and federal/state/local regulations in the foster homes? Please provide examples.</b></p>	
<p><b>How can foster parents provide feedback to the program?</b></p>	
<p><b>Has any home ever been under investigation/suspension? What was the outcome?</b></p>	
<p><b>Please describe your relationship with your supervisor.</b></p> <ul style="list-style-type: none"> <li>• Do you feel that you have adequate support from you supervisor?</li> </ul>	
<p><b>What general recommendations do you have to strengthen the program? What improvements would you put in place?</b></p> <ul style="list-style-type: none"> <li>• Have you shared these ideas with your supervisor or any other program staff?</li> </ul>	
<p><b>What recommendations do you have for ORR that I can take back to share with our headquarter teams?</b></p>	

--	--

**Additional Notes**

Enter Additional Notes.