

**Staff Questionnaire – Teacher**

<b>Interview Details</b>	
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.

	<b>NOTES</b>
<b>Tell me about your role and main responsibilities.</b>	
<b>Explain how UAC education services are documented in the UAC case file and in the UAC Portal.</b> <ul style="list-style-type: none"> <li>• <b>Which documents do you prepare? Which documents, if any, do you upload to the UAC Portal? How does that process work?</b></li> <li>• <b>How do you document daily class attendance?</b></li> </ul>	
<b>Do you feel that you receive adequate training to perform your educational duties? If not, please explain.</b>	

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<ul style="list-style-type: none"> <li>• <b>What additional training do you think a person in your position would benefit from?</b></li> </ul> <p><b>(Lead Teacher) Describe your system to assess ongoing staff training needs and opportunities for development? How is this working?</b></p> <ul style="list-style-type: none"> <li>• As a supervisor, explain how you work with the training coordinator and staff to ensure completion of required and developmental trainings?</li> <li>• Please describe any training needs that your staff currently has.</li> </ul>	
<p><b>What does <i>trauma-informed care</i> mean to you?</b></p> <ul style="list-style-type: none"> <li>• <b>How do you deliver trauma-informed care as part of the education team?</b></li> </ul>	
<p><b>(Lead Teacher) Explain how you communicate with your teachers and teacher aids. Explain how you monitor their effectiveness in the classroom.</b></p> <ul style="list-style-type: none"> <li>• <b>How do you communicate ORR policy updates to the education team?</b></li> </ul>	
<p><b>How do you collaborate with other teams to ensure that UACs developmental, social, and educational needs are being met?</b></p> <ul style="list-style-type: none"> <li>• <b>What recommendations do you have to strengthen the collaboration and communication with other departments?</b></li> </ul>	

<b>Do you feel that you have enough supplies and equipment to teach the minors successfully? If not, explain.</b>	
<b>Are there any adjustments to the educational curriculum/schedule during the summer months and/or during long holidays/breaks? If so, please describe.</b>	
<b>How is the educational assessment used by the education department?</b> <ul style="list-style-type: none"><li>• <b>How is it administered?</b></li><li>• <b>How are educational activities individualized for UAC?</b></li></ul>	
<b>How do you meet the individual academic needs of a child be it language, special needs (i.e. mental health), learning preferences, readiness level, etc.?</b>	
(Optional) Describe your vocational education curriculum and how do you track it? <i>(if applicable)</i>	
<b>Explain the methods that you use to check that youth are learning and that the material is meeting each child's needs.</b>	

<p><b>(Lead Teacher) How do you evaluate the quality of educational services that are being provided by the teaching staff?</b> <u>Examples:</u> Education curriculum? Various levels of education? Effectiveness/quality of the classroom instruction?</p>	
<p><b>Describe the process for providing educational records at discharge.</b></p>	
<p><b>How do you handle behavior problems that occur in the classroom? Can you provide an example of recent behavior issues that you have experienced?</b></p> <ul style="list-style-type: none"> <li>• <b>Have you received trainings on Behavior Management? How would you briefly describe the Behavior Management system at your facility?</b></li> <li>• <b>How do you implement the Behavior Management system in the classroom?</b></li> </ul>	
<p><b>Describe how you receive support, guidance, and evaluations from your supervisor.</b></p> <ul style="list-style-type: none"> <li>• <b>Do you feel that your supervisor provides appropriate and timely support, guidance, and feedback?</b></li> </ul>	
<p><b>Do you have any concerns about the treatment of UACs in care? Do you have any concerns about any particular staff members (any staff members you think should</b></p>	

<b>NOT be working with UAC)?</b>	
<b>What general recommendations do you have to strengthen the program? What improvements would you put in place?</b> <ul style="list-style-type: none"><li>• <b>Have you shared these ideas with your supervisor or any other program staff?</b></li></ul>	
<b>What are the things that you love/enjoy about your job? What are the challenges you face in your job?</b>	
<b>What recommendations do you have for ORR that I can take back to share with our headquarter teams?</b>	