

## Staff Questionnaire - Program Director/Assistant Program Director - Unlicensed Facility (UF) Quarterly Health and Safety Visit

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. Questions in **bold** should be asked during the interview if possible. Other questions are optional prompts to assist the interviewer.

	NOTES
<p><b>Provide a general overview of how your program is doing.</b></p> <ul style="list-style-type: none"> <li>• <b>What do you see as some of the strengths of your program?</b></li> <li>• <b>What are some of the challenges?</b></li> </ul>	
<p><b>Tell me about your role and main responsibilities.</b></p> <ul style="list-style-type: none"> <li>• <b>Which staff members do you supervise directly?</b></li> <li>• <b>How do the lines of communication work at the program?</b></li> </ul>	
<p><b>How is ORR P&amp;P and updates to the P&amp;P communicated to program staff?</b></p>	

interview and document responses from program directors and assistant program directors during unlicensed facility quarterly site visits. Public reporting burden for this collection of information is estimated to average 1 hour per response for the care provider and 1 hour per response for the 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).

<ul style="list-style-type: none"> <li>• How often do you meet with staff? All staff? Individual teams?</li> </ul>	
<p><b>Does the program have a system to assess ongoing staff training needs?</b></p> <ul style="list-style-type: none"> <li>• Have you identified any training topics that you would like your staff to take?</li> </ul>	
<p><b>What does <i>trauma-informed care</i> mean to you?</b></p> <ul style="list-style-type: none"> <li>o <b>Describe how the program delivers trauma-informed care to UCs?</b> <i>(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?)</i></li> </ul>	
<p><b>Explain the procedures currently in place to monitor and evaluate program operations.</b></p> <ul style="list-style-type: none"> <li>• How do you detect non-compliance with ORR P&amp;P?</li> <li>• How do you detect non-compliance with federal/state/local regulations?</li> <li>• Do you feel like this process is effective?</li> <li>• Do you feel like they need to be improved or changed?</li> </ul>	
<p><b>Describe actions taken when noncompliance is detected and provide examples (<i>staff conduct, reporting, etc.</i>)</b></p>	

<p><b>How does the program incorporate input from minors and staff to assess the program?</b></p> <ul style="list-style-type: none"> <li>• How does the program incorporate information collected through ongoing self-monitoring (<i>e.g. weekly case reviews, routine staff meetings</i>) to assess the program?</li> </ul>	
<p><b>How is the program's budget?</b></p> <ul style="list-style-type: none"> <li>• Are there sufficient funds to provide for UC?</li> <li>• Does the program have sufficient funds to meet all ORR requirements?</li> </ul>	
<p><b>How would you improve the program?</b></p>	
<p><b>What recommendations do you have that I bring back to share with ORR headquarters?</b></p> <ul style="list-style-type: none"> <li>• Is there anything that you would like to ask or discuss, that was not previously mentioned?</li> </ul>	

### Additional Notes

Enter Additional Notes.