

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

<ul style="list-style-type: none"> • How often do you meet with staff? All staff? Individual teams? 	
<p>Does the program have a system to assess ongoing staff training needs?</p> <ul style="list-style-type: none"> • Have you identified any training topics that you would like your staff to take? 	
<p>What does <i>trauma-informed care</i> mean to you?</p> <ul style="list-style-type: none"> o Describe how the program delivers trauma-informed care to UCs? <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> 	
<p>Explain the procedures currently in place to monitor and evaluate program operations.</p> <ul style="list-style-type: none"> • 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? 	
<p>Describe actions taken when noncompliance is detected and provide examples (<i>staff conduct, reporting, etc.</i>)</p>	

<p>How does the program incorporate input from minors and staff to assess the program?</p> <ul style="list-style-type: none"> • 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? 	
<p>How is the program's budget?</p> <ul style="list-style-type: none"> • Are there sufficient funds to provide for UC? • Does the program have sufficient funds to meet all ORR requirements? 	
<p>How would you improve the program?</p>	
<p>What recommendations do you have that I bring back to share with ORR headquarters?</p> <ul style="list-style-type: none"> • Is there anything that you would like to ask or discuss, that was not previously mentioned? 	

Additional Notes

Enter Additional Notes.