

## Staff Questionnaire - Youth Care Worker/Lead Youth Care Worker - 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
<b>Tell me about your role and main responsibilities as a Youth Care Worker.</b>	
<b>What are the things that you love/enjoy about your job? What are the challenges you face in your job?</b>	
<b>What formal/informal trainings have you received?</b>  ▪ <b>What additional training do you think a person in your position could benefit from?</b>	
<b>(Lead Youth Care Worker) Do you have a system to</b>	

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<p><b>assess ongoing staff training needs?</b></p> <ul style="list-style-type: none"> <li>▪ <b>Please describe any training needs that your staff currently have.</b></li> </ul>	
<p><b>Tell me about how you usually handle behavioral challenges among UCs?</b></p> <ul style="list-style-type: none"> <li>▪ <b>How effective do you think the behavior management system is?</b></li> </ul> <p><b>Have you received trainings on Behavior Management?</b></p> <ul style="list-style-type: none"> <li>▪ <b>If yes, what did you learn in the training?</b></li> <li>▪ <b>Are you allowed to use restraints? Please elaborate.</b></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>How do you deliver trauma-informed care as part of the YCW team?</b></li> </ul>	
<p><b>How do you usually handle mental health concerns among UCs in the program?</b></p> <ul style="list-style-type: none"> <li>▪ With whom would you talk to and how would you respond to the concern?</li> <li>▪ Do you feel confident in your ability to appropriately handle a mental health emergency or crisis situation?</li> </ul>	
<p><b>What are the required UC to staff ratios?</b></p> <ul style="list-style-type: none"> <li>▪ Daytime:</li> </ul>	

<ul style="list-style-type: none"> <li>▪ Evenings</li> <li>▪ During transportation:</li> </ul>	
<p><b>What does line of sight supervision mean to you? How do you ensure line of sight supervision during the following periods?</b></p> <ul style="list-style-type: none"> <li>▪ Daytime:</li> <li>▪ Nighttime:</li> <li>▪ Weekends:</li> <li>▪ During transportation:</li> <li>▪ Legal Orientation:</li> </ul>	
<p><b>What activities are provided to UC every day?</b></p> <ul style="list-style-type: none"> <li>▪ Outdoor:</li> <li>▪ Indoor:</li> <li>▪ Weekends:</li> </ul>	
<p><b>How often are youth required to be outside?</b></p> <ul style="list-style-type: none"> <li>▪ Weekdays:</li> <li>▪ Weekends:</li> </ul>	
<p><b>When YCWs come on shift, how are updates/lingering issues communicated between shifts?</b></p> <ul style="list-style-type: none"> <li>▪ How are YCWs informed about the following: <ul style="list-style-type: none"> <li>▪ UAC with special conditions:</li> <li>▪ Disabilities:</li> <li>▪ Allergies:</li> </ul> </li> </ul>	
<p><b>Describe the procedures for the following situations:</b>  <i>(Please note: any/multiple example(s) can be used for this question)</i></p>	

<ul style="list-style-type: none"> <li>▪ An allegation of child abuse or maltreatment: (<i>Example: UC reports that a staff has made sexually inappropriate comments to youth</i>)</li> <li>▪ Runaway:</li> <li>▪ Fire drill:</li> <li>▪ Grievances:</li> </ul>	
<p><b>What are some of the topics covered by the Code of Conduct?</b></p> <ul style="list-style-type: none"> <li>▪ <b>What happens if you violate the Code of Conduct?</b> (Ask YCW to answer the question with an example.)</li> </ul>	
<p><b>Do you have any concerns with the treatment of UC in care?</b></p> <p><b>Do you have concerns about any particular staff members (any staff members you think should NOT be working with UC)?</b></p>	
<p><b>What would you do to improve or strengthen the program here?</b></p>	
<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.

