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Oakley Youth Development Center

INTERVIEW

*Training*

**New Staff (from one to three months)**

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QUESTIONS	YES	NO
1. Did the training you receive give you the knowledge you needed to do your job?  Comments:		
2. Did you receive all five (5) days of Core Curriculum Training?		
3. Is there any subject that you wished was more detailed?  Comments:		
4. Is there any subject that you feel should be added?  Comments:		
5. Was there any subject that you did not find at all helpful?  Comments:		
6. Did you take a test in each subject?		
7. Did the trainer make sure that everyone passed the test?		
8. Do you have any suggestions to change/improve the on the job training/ job shadowing?  Comments:   		
Additional Comments:   		

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Oakley Youth Development Center

INTERVIEW

*Training*

**Veteran Staff (get training for last six months)**

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Questions
1. What area/s did you consider to be the best refresher subjects?
2. What subjects/areas do you feel need to be added or addressed?
3. What subjects/areas need to be changed?
4. Did you take a test after the subjects were presented?
Additional Comments:

# Oakley Youth Development Center

## INTERVIEW

### *Staffing*

Questions	Yes	No
1. Do you feel that you have enough staff, on your unit (in general)? Comments:		
2. What happens when you are short staffed? (like trouble transporting, completing logs, etc) Comments:		
3. When you are well staffed are you able to take the students –to the areas that are needed, (like medical, groups, school, recreation)? Comments:		
4. When you are short staffed on your unit is there other staff to help with transporting students to necessary places ? Comments:		
5. In general is there somebody to relieve you so that you can complete incident report timely? Comments:		
6. Do you ever have to leave the housing unit short (outside of the staffing ratio)? Comments:		
7. Has there been a time when you were the only staff on the housing unit? If Yes can you give dates/shift?		
8. How many double shifts have you worked in the past month?		
9. How many times were you late in past month?		
10. How many times did you call in past month?		
11. Have you ever been reprimanded for being late or calling in too much?		
12. What do you think would help the Call-In/ Tardiness issue?		
Additional Comments: (Look at Staffing QA tool and ask additional questions as needed)		

Oakley Youth Development Center

Youth Interview

*Behavior Management Isolation (BMI)*

Questions	Yes	No
1. Have you ever been in BMI? Comments:		
2. How long were you in BMI? Comments:		
3. While you were in BMI did you get (If applicable);  <ul style="list-style-type: none"> <li>• Shower</li> <li>• Meals</li> <li>• Activities/ Recreation</li> <li>• Education</li> </ul>		
*Interviewer if there are any negative responses to the questions above investigate.		
Were you able to substantiate the claim?		
4. Did you speak with someone every couple of hours to see if you were ready to come out? Comments? Minnie check requirements on this and you can ask staff		
5. What was BMI like? Comments:		
6. Do you think that your time spent in BMI will change your behavior? Comments:		
<b>Additional Comments :</b>		

Interview 10 youth per monitoring period. Different housing units.

Oakley Youth Development Center

Youth Interview

***Due Process Isolation (DPI)***

Questions	Yes	No
1. Have you ever been in DPI? Comments:		
2. Did you plead guilty? Why?		
3. Did you get alternative sanctions? (like early bed time {how early})? was it imposed?		
4. How long were you in DPI? (the most recent event) Comments:		
5. While you were in DPI did you get (If applicable);		
• Shower		
• Meals		
• Activities/ Recreation (how long was your recreation time)		
• Education		
*Interviewer if there are any negative responses to the questions above investigate.		
Were you able to substantiate the claim?		
6. What was DPI like? Comments:		
7. Do you think that your time spent in DPI will change your behavior? Comments:		
<b>Additional Comments :</b>		

Interview 10 youth per monitoring period. Different housing units.

# Oakley Youth Development Center

## Youth Interview

### Grievances

Questions	Yes	No
1. Have you filed a grievance in the last three (3) months? What was the complaint?		
2. If no did you have a problem/complaint?		
3. If you had a problem/complaint but chose not file;		
• Do you know how to file a grievance?		
• Do you think that the grievance system works?		
• Are you afraid to file a grievance?		
• Who makes it uncomfortable for you?		
*Interviewer if there are any negative responses to the questions above investigate.		
Were you able to substantiate the claim?		
4. Do you have a problem with;		
• Getting a form?		
• Getting a pencil/pen		
• Getting an envelope		
• Is there a locked box to put your grievance in?		
*Interviewer if there are any negative responses to the questions above investigate.		
Were you able to substantiate the claim?		
5. Were you ask to sign the form before the resolution was known to you?		
6. Did you appeal? If no, did you know that you could appeal?		
Additional Comments:		

Interview 10 youth per monitoring period from different housing units.

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Oakley Youth Development Center

Youth Interview

*Admission and Orientation*

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Questions	Yes	No
1. Did you get an orientation? Comments:		
2. Was it too long? If so, how much time were you idle?		
3. Did it tell you all you needed to know to feel comfortable? Comments:		
4. Is there any subject that you wished was longer (more detailed information)? Comments:		
5. Is there any subject you would like subject/s do you feel need to be added)? Comments:		
6. Was there any subject that you did not find helpful at all? Comments:		
7. Do you have any suggestions to change/improve the orientation (Anything to help you feel better)? Comments:		
<b>Additional Comments:</b>		

Interview 10 students admitted during the last three (3) months. Pick different admit days.