

5. What is the biggest factor that impedes attaining your objectives in your program?

6. What are others?

7. Do your staff have a good understanding of the regulations that govern your program?

8. What do you feel, are the most difficult regulations in your program in which to maintain compliance?

9. What have you done to help maintain compliance with these regulations?

10. Is there a specific department/area in your program that you feel needs additional focus/support?

11. What suggestions would you have to improve the efficiency and successful operation of your program?

12. What suggestions would you have to increase progress/productivity?

13. Are there sufficient time/procedures in place that allow for effective communication of necessary information

14. Are staff meetings productive?

15. How could they improve (more, fewer, individual)?

II. Staff:

1. Do you currently have the full allotment of staff in your program?

2. Over this past year what percentage of your staff were :

- Promoted to other positions
- Transferred to other programs
- Left the agency
- Terminated

3. What do you think is your staffs biggest obstacles?

4. What do you feel are their biggest frustrations?

5. How do you think we can we improve this?

III. Training:

1. Do you feel the Orientation training and follow up training is adequate?
2. Do you have any suggestions to improve it?
3. Do you feel the ongoing trainings offered your staff are helpful?
4. What could be done to make these better?

IV. General suggestions: Use the space below to write down any additional concerns/ideas/comments you may have regarding your program operation and any suggestions you may have to improve your program: