Executive Director Interview

1. How would you describe the major principals that you think should or do direct your agency’s SE program?

2. How do you and your executive team support the SE program?

3. In what ways do you and your agency promote competitive work for clients within your agency?

4. If you have leadership team meetings for SE, how often did you have them in the last year?

5. Who from the executive team attends the leadership team meetings?

6. How do you relate how the SE program fits with the mission of the agency (at all staff meetings? Newsletters?)

7. Does the SE coordinator report critical outcomes of the SE program to you on a regular basis? Do you set goals for what you would like the SE program to achieve and, if so, how frequently do you do that?
- Executive team members demonstrate knowledge regarding the principles of evidence-based supported employment.

- Agency QA process includes an explicit review of the SE program, or components of the program, at least every 6 months through the use of the Supported Employment Fidelity Scale or until achieving high fidelity, and at least yearly thereafter. Agency QA process uses the results of the fidelity assessment to improve SE implementation and sustainability.

- At least one member of the executive team actively participates at SE leadership team meetings (steering committee meetings) that occur at least every six months for high fidelity programs and at least quarterly for programs that have not yet achieved high fidelity. Steering committee is defined as a diverse group of stakeholders charged with reviewing fidelity, program implementation, and the service delivery system. Committee develops written action plans aimed at developing or sustaining high fidelity services.

- The agency CEO/Executive Director communicates how SE services support the mission of the agency and articulates clear and specific goals for SE and/or employment to all agency staff during the first six months and at least annually (i.e., SE kickoff, all-agency meetings, agency newsletters, etc.). This item is not delegated to another administrator.

- SE program leader shares information about EBP barriers and facilitators with the executive team (including the CEO) at least twice each year. The executive team helps the program leader identify and implement solutions to barriers.