

Appendix L

Social Work Interview

Note: This interview was conducted with the Director of Social Work or his/her designate. Sometimes it was compiled from interviews with multiple department members. The interview has been formatted to eliminate spaces for comments.

Name of facility: _____

Name of person(s) interviewed:

Position: _____

Name of Interviewer: _____

Date of Interview: _____

Social Work Interview

1. Do social workers report to a social work or social service department, or is some other mechanism used?

___ yes, there is a social work department

___ no social work department/ social workers are part of unit teams

___ other

1. How many persons and FTEs serve as social workers?

_____ number of people _____ number FTEs

2. Are social work personnel assigned to specific units?

___ yes

___ no

3. How many social workers have the following training?

FTEs with MSW degree (master in social work). _____.

FTEs with BSW degree (bachelor in social work) _____.

FTEs with BA degree. _____

FTE with other professional training. _____ SPECIFY

Note: Social workers can have more than one type of formal training leading to more than total FTEs under 20a. Indicate if a person has dual training.

3. a. Do you have designated social work aides/assistants?

___ yes

___ no

b. If yes, how many FTEs are designated as sw aides. _____

Describe social work aide function.

4. Which of the following general functions are done by the social work program.

Yes, Lead	Yes involved	No	
___	___	___	a. Preadmission interviews.
___	___	___	b. Admission interviews.
___	___	___	c. Roommate assignment
___	___	___	d. Roommate problems
___	___	___	e. Table assignment
___	___	___	f. Table assignment problems
___	___	___	g. Resident council
___	___	___	h. Family council
___	___	___	i. Resident possessions/theft/security
___	___	___	j. Family counseling
___	___	___	k. Conduct direct resident counseling/mental health programs
___	___	___	l. Conduct staff mental health programs/counseling
___	___	___	m. Grief issues/bereavement program
___	___	___	n. Advance directives/end-of-life care
___	___	___	q. Financial arrangements with family
___	___	___	o. Fund raising
___	___	___	p. Assist residents in managing their funds
___	___	___	q. Assist with Medicaid applications
___	___	___	r. Other SPECIFY
___	___	___	s. Other SPECIFY

5. To what extent do social workers participate in care planning?

- ___ All or almost all the time.
- ___ Sometimes
- ___ Seldom

6. a. Is there a family council in facility?

- ___ yes
- ___ no

b. If yes, how often does family council meet?

- ___ more than once a month
- ___ once a month
- ___ more than once a quarter, less than once a month
- ___ less than once a quarter

c. How many people typically attend family council meetings? _____

7. Are any of the following formal relationships established between the facility and outside agencies?
- With senior centers
 - With mental health program
 - With community transportation organization.
 - With one or more public schools –elementary or secondary
 - With one or more community colleges
 - With Alzheimer’s association
 - Other SPECIFY
 - Other SPECIFY
 - Other SPECIFY

8. Is there a formal mechanism to deal with roommate problems, complaints?
- yes DESCRIBE
 - no

9. a .Is there a formal mechanism to deal with lost or stolen property?
- yes DESCRIBE
 - no

if yes, are any of the following true:

- facility takes inventory of resident’s valuables
- if resident property is missing or damaged, facility will restore it.

Yes No Under some circumstances

- large articles of clothing–e.g. over \$25
- small articles of clothing
- jewelery, watches etc
- toilet articles–perfume, shampoo, etc
- dentures, glasses, hearing aides, small equipment

IF SPECIAL CIRCUMSTANCES, DESCRIBE.

10. Is resident clothing laundered:
- in resident-specific batches
 - along with other residents’ laundry

11. Are residents:

yes no

- a. Cautioned against bringing any articles of value to the facility.
- b. Required to put name labels in their clothing

12. Has the social work department developed a program to assist with discharge of residents?

- yes, but only for planned short-term (Medicare) residents
- yes, for all residents.
- no

a. IF YES, DESCRIBE

b. Have any residents left in the past three months due to the assistance of the social work department.

yes IF SO DESCRIBE ONE.

no

13. Do social workers lead any of the following resident or family groups?

- General family support groups.
- Dementia caregiver groups
- Family education groups
- Resident groups for depression.
- Other SPECIFY
- Other SPECIFY

14. a. Does any formal complaint mechanism exist for residents and family?

yes
DESCRIBE

no

b. What mechanism is used to respond to resident or family complaints?

15. What in the social work program makes you most proud—seems to contribute most to quality of life.