

VET-TO-VET FIDELITY INTERVIEW
Staff Version

Today's Date: _____

Four weeks ago: _____

1. How long has Vet-to-Vet been in existence here? _____

2. Has there been a lot of PF turnover here?

2a. Since V-2-V started, how many PFs have been trained? _____

2b. How many have left? _____

For each PF, can you please tell me the approximate start and end date?

First Name

Start Date

End Date

First Name	Start Date	End Date

Next, I'm going to ask you about the groups you hold each week:

Day	Title	Who Runs it	# of Minutes	Materials (books, manuals, etc.)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Draft

3. Overview of groups.

a. # of meetings: _____

b. # of days per week: _____

c. # of PFs: _____

d. Are all the groups the same (i.e., same format, title, resources, etc.)?

No

Yes

4. Meetings should be held at a regularly scheduled time → When are your meetings held?

Are there regularly scheduled meeting times?

Meetings are always held at regularly scheduled times

Meetings are not always held at regularly scheduled times

4a. If not, what is the reason for variation in times?

Meetings are held when space is free to hold them

Variation in the schedules of the PFs

Other, please specify _____

4b. Over the past 2 weeks, how many times were meetings **NOT** held at the regularly scheduled time? _____

5. Meetings should be held in a regularly scheduled place → Do you have regularly assigned rooms or do the meeting places change from day to day?

Meetings are always held in the same place

Meetings are not always held in the same place

5a. If not, what is the reason for variation in meeting places?

Space is too limited to have regularly assigned space for V-2-V

Other, please specify _____

5b. Over the past four weeks, how many meetings were **NOT** held in the usual space? _____

LEADERSHIP

6. Meetings should be planned by PFs → So, who usually plans the meetings – the topics or what readings will be used?

- PFs plan the meetings independently** – if there are questions they may ask the staff, but the discussions, ideals, and plans are all chiefly done by the peers. Peers make all final decisions re: the groups.
 - PFs usually plan the meetings but staff some times helps** – staff may make suggestions of topics or readings or provide other materials, but the majority of the work is still done by the PF.
 - Meetings are always co-planned by staff and PFs**
 - PFs take the lead
 - staff takes the lead
 - equal leadership
 - Staff plans the meetings** – topics, readings, materials and final decisions re: the groups are under control of the staff
 - NA - Meetings are free-talk/open forum or use some other non-structured format and are not planned**
- 6a. If PFs do not always independently plan meeting topics ask:** Over the past four weeks, how many meetings did staff help plan or plan on their own?
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7. Meetings should be fully peer-run → Who usually runs the meetings? Is a staff-member in the room? What is his/her role (co-facilitator/resource/observer)?

- Meetings are fully peer-run
 - Meetings are **sometimes** run by peers alone but staff co-lead **or** are present in the room **sometimes**
 - Meetings are **always** co-led by peer and staff **or** a staff-person is **always** in the room
 - peer takes the lead
 - staff takes the lead
 - equal leadership
 - Meetings are fully staff-run
 - NA – there is no designated leader(s) or facilitator(s); groups are free-talk
- 7a. If meetings not always wholly peer-led ask:** Over the past four weeks how many times were meetings led by staff or co-led by a staff member and a PF?
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8. 2 PFs should co-lead each meeting → Typically, how many peer facilitators lead each group at a time? # _____

- Meetings always led by at least 2 PFs
- Number of PFs varies from meeting-to-meeting
- Meetings always led by 1 PF
- NA – there is no designated leader(s) or facilitator(s); groups are free-talk

8a. Over the past four weeks how many meetings were **NOT** co-led by at least 2 PFs?

9. Weekly attendance is regularly tracked → How do you keep track of group attendance?

- attendance is tracked
 - via sign-in sheet
 - attendance is taken at each meeting by the leader(s)
 - other, please specify _____
- attendance is **NOT** tracked

9a. Over the past four weeks, for how many meetings did you keep track of attendance?

10. On average, how many people do you usually have attend the meetings? _____

(If attendance is tracked via a sign-in sheet or another formal source, get attendance rates from this source NOT PF report)

10a. Approximately, what is the smallest number of participants you have had? _____

10b. Approximately, what is the largest number of participants you have had? _____

MEETING PREPARATION

11. Leaders should arrive at least 15 minutes prior to meeting. → When do the PFs arrive before the start of the meetings?

- Leaders always arrive 15 minutes early
- Leaders usually arrive 15 minutes early
- Leaders sometimes arrive 15 minutes early
- Leaders never arrive 15 minutes early

11a. Over the past four weeks, how many times did you **NOT** arrive 15 minutes early for a meeting? _____

12. Leaders should set up all supplies and materials prior to the start of the meeting → Do the PFs set up before each meeting begins?

- Leaders always set up prior to meeting
- Leaders usually set up prior to meetings
- Leaders sometimes set up prior to meetings
- Leaders never set up prior to meetings
- NA – i.e., structure of meetings is such that no materials are used

12a. Over the past four weeks, how many times did you **NOT** set up the materials before the meeting? _____

13. Meetings should always start on time → Do meetings ever start late? How frequently does this happen? (How have the PFs handled it when meetings start late?)

- Meetings always start on time
- Meetings usually start on time, but there have been a few meetings that have started late
- Meetings sometimes start on time, but often they start late
- Meetings always start late

13a. Is there a typical reason meetings start late?

- no typical reason
- one or more typical reasons a meeting starts late

13b. If there is one or more typical reason why meetings start late, please explain:

13c. Over the past four weeks, how many meetings started late? _____

14. Leaders should have access to the materials and supplies they need to run and prepare for groups. → Do the PFs have access to the office supplies and machinery they need? No

Yes

14a. If not, what is the main problem?

- Not enough to go around
- Restricted or limited access to materials for PFs and Vet-to-Vet
- Other, please specify _____

14b. Over the past four weeks, **for how many meetings** could the PFs **NOT** gain access to the materials & supplies you need? _____

ADEQUACY OF RESOURCES

15. Do PFs ever have trouble finding a room to hold the meetings? No Yes

15a. If “yes”, ask: How many times in the past four weeks did this happen?

15b. When this happens, how does it typically get resolved?

16. Meeting space should be private so as to allow the participants to communicate openly and freely. There should be no other groups, activities, or individuals not involved with Vet-to-Vet in the space during a meeting. → Is the V-2-V meeting space private so members can speak freely?

No Yes

16a. If not, what is the reason V-2-V has to share space with other groups/activities?

16b. Over the past four weeks, how many times were V-2-V meetings held in a room that was **NOT** private? _____

17. Meeting spaces should be adequate to accommodate the group comfortably and should be clean, well lit, etc. →

- | | | |
|---|-----------------------------|------------------------------|
| Is there enough space in the V-2-V meeting room(s)? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Enough chairs? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Table space? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Clean? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

17a. If “no” to any of the above, ask: What is the main problem?

17b. Over the past four weeks, for how many meetings was there **NOT** an adequate meeting space to hold your meeting? _____

STRUCTURE, FLOW, & OPERATION OF GROUPS

18. Meetings should last approximately 45 minutes, but no less than 30 minutes and no more than 60 minutes. →

18a. How long are the meetings? _____ minutes

19. Meeting format should be read & discuss (except for Writers’ meeting) →

How does a typical meeting go? What do you do in the meeting?

What is the structure of the actual groups? Describe the flow.

- All meetings are read & discuss format.
- Most meetings are read & discuss format, but some are not (e.g., the plan was for read & discuss, but meeting got off topic)
- Meetings are **NOT** read & discuss format.
What format(s) is used? _____

19a. How many meetings were held over the past four weeks that were **NOT** read & discuss? _____

20. Meeting readings & topic should be selected and planned ahead of time. →

Do the facilitators plan their meetings ahead of time?

- No Yes

20a. For how many meetings in the past four weeks did they **NOT** plan a topic ahead of time?

21. Meetings should always end on time →

Do the meetings end on time? No Yes

21a. If not, what is the typical reason they don't end on time?

21b. Over the past four weeks, how many times did the meetings end late?

SCHEDULE & SCHEDULE NOTIFICATION

22. All members of the community in which Vet-to-Vet is offered should be made aware of the Vet-to-Vet meeting schedule. →

How are members of your community informed about where and when the meetings are held?

- Schedule listed in a brochure
- Schedule is posted in a common area
- General word of mouth
- New community members are told about it when they enroll/register by staff
- New community members are told about it when they enroll/register by PF(s)
- Other, please specify _____

23. New members of the community/treatment facility should be informed regarding Vet-to-Vet meetings upon enrollment into the program. →

Do PFs introduce themselves to new members of the community and describe the program? **Or How do new members of your community/program find out about V-2-V?**

- PFs make a point of introducing selves to EVERY new member
- PFs sometimes introduce selves to new members
- PFs do not introduce selves to new members
- New members get brochures of the program and the V-2-V info is in there.
- Posters/signs
- Word of mouth from other veterans
- Other, please specify _____

COMPENSATION FOR PEER FACILITATORS

24. PFs may or may not be offered financial compensation for their work on Vet-to-Vet. This is a site-specific factor. →

25. Are the PFs paid? No Yes Some are paid, some are not.

25a. What is the reason some PFs are paid and some aren't?

26. Ideally, PFs should receive \$10 per hour and each group led each week should count for 2 hours of paid time (\$20/group).

If yes, how much are they paid per group? \$ _____

Prefer not to answer

SUPERVISION

All PFs should have regularly scheduled group supervision with a staff-person at the site of the site where Vet-to-Vet is held.

27. Who is the PF supervisor? Title? _____

Peer, no staff supervision

Staff

Senior Staff

27a. Does this person always provide supervision?

No Yes

27b. Does this person provide supervision to all the PFs?

No Yes

27c. If no to any of the above, please explain:

The spirit among the PFs should be one of collaboration therefore the for each site should receive group supervision. All PFs should participate in the same supervision meeting with the same supervisor on the same day and time.→

28. Group Supervision? No Yes Sometimes

28a. If sometimes, how many times over the past four weeks did you have **GROUP** supervision? _____

29. If **NOT** group supervision, when do the other PFs get supervised? _____

Supervision should be a regular activity for all PFs in Vet-to-Vet with a specific, regularly-scheduled time each week.

30. How often is supervision?

Every week

Every other week

Once a month or less

Only when a PF requests it

31. Do you have a regular supervision meeting time? No Yes

32. Over the past four weeks, how many times did you meet for supervision? _____

33. Vet-to-Vet supervisors should also be available for crisis supervision should a PF request it →

Is supervision available to the PFs outside of their regular supervision should they need extra support for some specific purpose (e.g., crisis supervision, etc.)?

Yes No N/A

33a. Has there ever been a need for crisis supervision? Yes No

34. Do all the PFs equally share the responsibilities of Vet-to-Vet (i.e., planning meetings, choosing readings, etc.)? No Yes

34a. If NOT, does one or more PF take the lead?..... No Yes

34b. If YES, what is the main reason?

35. How do you handle it when a particular PF cannot make it to a meeting he/she is supposed to lead? Does another PF cover for him/her? No Yes

35a. Has there ever been a time when no other PF could do the group?

No Yes

If yes, how was it handled? _____

35b. Over the past 4 weeks, how many times has a PF not been able to lead a meeting he/she was scheduled to lead? _____

36. Has a meeting ever been cancelled (with the exception of holidays or things outside of your control such as work being done in your meeting space, etc.)?

No Yes

36a. If yes, why?

36b. Over the past four weeks, how many meetings have been cancelled? _____