APPENDIX A

INTERVIEW PROTOCOL: ORGANIZATIONAL STRUCTURE

I. Organizational structure/program administration/budget/staffing

Name of site:

Site code:

Name of site visitor:

Date of site visit:

Name of respondent(s) and titles:

Staff Background *(gather from each staff member participating in session)*

Describe your background and role in the organization:

- **Title:**

- **# of years at YouthBuild:**

- **Experience working with at-risk youth**

- **Similarity between own background and youths'**

- **Degree/credentials/certifications**

- **Role/s in the organization**

- **How do you balance responsibilities between these roles?**

- **Other**

Overview of Organization

1. *What is your organization's mission/goals?*

2. *How does YouthBuild fit into the overall mission/goals of the agency?*

3. Does the YouthBuild program have a sponsoring agency?

☐	No.
☐	Yes. • **Name of agency:** • **Year founded:** • **What kind of agency? Check all that apply and describe.**

☐	Faith-based organization.
☐	Charter school. • **Name of organization operating the charter school:** • **Length of time program has been a charter school:** • **Annual enrollment in school:** • **Current enrollment in school:**
☐	Other non-profit.
☐	Other, specify.

• **What kind of support do you get from the sponsoring agency? Check all that apply and describe**.

☐	Financial support.
☐	Staffing support.
☐	Administrative support.
☐	In-kind resources.
☐	Other, describe.

4. Was the organization founded for the YouthBuild program?

☐	Yes.
☐	No.

5. How long has the organization been operating YouthBuild (number of years)?

6. Does the organization operate programs other than YouthBuild program?

☐	Yes, specify.
☐	No.

7. Describe the grantee's longevity, history in the community, experience serving at-risk youth, etc.

8. Other comments

Budget (collect budget info in grantee summary form)

9. Is your budget sufficient to address youths' service needs?

☐	**Yes, explain.**
☐	**No, explain.**

10. Are you able to leverage in-kind contributions from the sponsoring agency or other partners/agencies to augment participant services for the YouthBuild Program?

☐	**Yes, describe.**
☐	**No.**
☐	**Other, describe.**

11. How does your program meet its required match funds for DOL?

12. Does the program have concrete plans for sustaining the program beyond the DOL Grant?

☐	**Yes, explain.**
☐	**No, explain.**
☐	**Other, describe.**

Leadership

13. Does a full-time director or manager devote his or her time to leading YouthBuild?

☐	**Yes, name and title.**
☐	**No, explain.**

14. How long has the director/manager been with this YouthBuild program?

15. To what extent is there turnover with the YouthBuild Program Director?

16. What is the director's/manager's professional background (experience managing similar programs, experience with at-risk youth, etc.)?

17. Are there any similarities between the director's/manager's personal background and the youths' backgrounds (socioeconomics, race/ethnicity, community, experiences, etc.)?

18. Other comments

Staffing

19. What is the overall staff to participant ratio? (gather number of staff and number of participants)

20. Is staff turnover a problem?

	Yes, describe.
	• Are there any positions for which staff turnover is especially high?

		Yes, describe.
		No.

	No.

21. What kind of professional development/training is available to staff?

22. What additional or other training would help prepare staff to carry out their responsibilities?

23. Other comments

Random Assignment

24. When does random assignment occur in your service flow?

25. Does the program provide RA results in person?

	Yes, describe.
	No, describe.

26. Does the program provide the comparison group a referral list? (request copy of referral list if study team does not have it)

	Yes, describe.
	No, explain.

27. Have there been changes to the service design as a result of the study?

	Yes, describe.

	Have there been changes to the following? Check all that apply and describe.	
	☐	MTO.
	☐	Eligibility.
	☐	Recruitment.
	☐	Intake.
	☐	Services.
	☐	Other, specify.
☐	No.	

28. Has the program experienced any serious challenges since implementing the study? If so, how were they addressed?

☐	Yes. • How have they been addressed?
☐	No.

29. Other comments

Discipline

30. What is the program's discipline policy?

31. What are the consequences for the following?
- **Tardiness**:
- **Absences:**
- **Other kinds of behaviors and consequences:**

32. Other comments

Partnerships

33. What core partners do you work with (academic, construction, supportive services, etc.)?

Name of Organization	Role in YouthBuild	Description of partnership *(contractual, in-kind, volunteer)*	Length of partnership (years)

34. Are there any challenges associated with partnerships?

35. Other comments

Alternative Community Services

Community Context

36. What businesses and/or industries are the primary employers in your community?

37. In what ways has the economic downturn affected employment opportunities for youth?

38. Have there been other significant changes in the local economy (e.g., industries closing/new business starting) that have made a difference for youth looking for work?

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Alternative Services

39. What are the alternative services that are available to youth?

40. Is it hard for youth to access these services?

☐	**Yes, describe.**
☐	**No, describe.**

41. What factors contribute to the availability and quality of these alternative programs?

42. Other comments

Outcomes

43. Which DOL outcomes are difficult to achieve?

44. Which DOL outcomes are easy to achieve?