

APPENDIX B

INTERVIEW PROTOCOL: RECRUITMENT, INTAKE, ASSESSMENT, ENROLLMENT

Public reporting burden for this collection of information is estimated to average 60 minutes per respondent, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information to Eileen Pederson, U.S. Department of Labor, Employment and Training Administration, Office of Policy Development and Evaluation, Room N-5641, 200 Constitution Avenue, NW, Washington, DC 20210. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it

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Expiration Date xx/xx/20xx.

II. Recruitment, Intake, Assessment, Enrollment

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

Target Group and Eligibility

1. *What age group do you target?*

2. *What type of youth is an ideal candidate for the program?*

3. What is the eligibility criteria for enrolling in the program? Check all that apply.

| | |
|--------------------------|--|
| <input type="checkbox"/> | Must have minimum reading and math level (by grade level on TABE): |
| <input type="checkbox"/> | Must live within certain geographic area: |
| <input type="checkbox"/> | Must be high school dropout. |
| <input type="checkbox"/> | Complete MTO. |
| <input type="checkbox"/> | Other, specify. |

4. What other criteria do you look for to ensure that youth are “suitable” for YouthBuild?

5. What do you do with youth who are not suitable for the program?

6. Were changes made to the eligibility criteria as a result of the study?

| | |
|--------------------------|----------------|
| <input type="checkbox"/> | Yes, describe. |
| <input type="checkbox"/> | No. |

7. Other comments

Recruitment Activities

8. How do you recruit youth for your program? Check all that apply and describe.

| | |
|--------------------------|---|
| <input type="checkbox"/> | Radio and print advertisement. |
| <input type="checkbox"/> | Distributed flyers. |
| <input type="checkbox"/> | Presentations at community-based organizations. |
| <input type="checkbox"/> | Referrals from other youth programs and partners. |
| <input type="checkbox"/> | Word of mouth referrals. |
| <input type="checkbox"/> | Other, specify. |

9. What are the main messages about the program in your recruitment materials?

10. How often do you actively recruit youth for the program?

11. Have you needed to modify recruitment activities as a result of the study?

| | |
|--------------------------|----------------|
| <input type="checkbox"/> | Yes, describe. |
| <input type="checkbox"/> | No. |

12. Did you need to recruit more youth to meet the demands of random assignment for the study?

| | |
|--------------------------|--|
| <input type="checkbox"/> | Yes, explain. <ul style="list-style-type: none">• How did these changes affect the composition of the program? |
| <input type="checkbox"/> | No. |
| <input type="checkbox"/> | Other, describe. |

13. Approximately how many youth applied to the program for your last cohort?

14. What are the top 3 challenges you face to recruiting youth?

15. What has worked for you in recruiting youth (i.e., messages and strategies that have worked best)?

16. Other comments:

Orientation (not Mental Toughness Orientation-MTO)

17. Does your program offer a general orientation to the program?

| | |
|--------------------------|---|
| <input type="checkbox"/> | Yes. <ul style="list-style-type: none">• What activities occur during this orientation?• How is it different from MTO? |
| <input type="checkbox"/> | No. |

Intake and Assessment

18. Describe the intake process and flow in steps (e.g., intake, application, program interview)

19. What tools are used to assess youth? Check all that apply and describe.

| | | | | | | | | | | | | | |
|--------------------------|--|--------------------------|-----------|--------------------------|-----------------|--------------------------|--------|--------------------------|-----------------|--------------------------|---------------|--------------------------|--------|
| <input type="checkbox"/> | <p>Program application.</p> <ul style="list-style-type: none"> • What kind of information is solicited in the program application? | | | | | | | | | | | | |
| <input type="checkbox"/> | <p>Academic tests.</p> <ul style="list-style-type: none"> • Specify which test(s): • When are tests administered? <table border="1" style="width: 100%;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td>At intake</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>At orientation</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>At MTO</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Other, specify.</td> </tr> </table> <ul style="list-style-type: none"> • How are test results used? | <input type="checkbox"/> | At intake | <input type="checkbox"/> | At orientation | <input type="checkbox"/> | At MTO | <input type="checkbox"/> | Other, specify. | | | | |
| <input type="checkbox"/> | At intake | | | | | | | | | | | | |
| <input type="checkbox"/> | At orientation | | | | | | | | | | | | |
| <input type="checkbox"/> | At MTO | | | | | | | | | | | | |
| <input type="checkbox"/> | Other, specify. | | | | | | | | | | | | |
| <input type="checkbox"/> | <p>Skills tests.</p> <ul style="list-style-type: none"> • Specify which test(s): • What skills are being assessed? | | | | | | | | | | | | |
| <input type="checkbox"/> | <p>Drug testing.</p> <ul style="list-style-type: none"> • Which youth are tested? <table border="1" style="width: 100%;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td>All youth</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Selected youth.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Other:</td> </tr> </table> <ul style="list-style-type: none"> • When is the drug test administered? <table border="1" style="width: 100%;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td>At intake</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>At enrollment</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Other:</td> </tr> </table> <p>What happens if youth test positive for drug use?</p> | <input type="checkbox"/> | All youth | <input type="checkbox"/> | Selected youth. | <input type="checkbox"/> | Other: | <input type="checkbox"/> | At intake | <input type="checkbox"/> | At enrollment | <input type="checkbox"/> | Other: |
| <input type="checkbox"/> | All youth | | | | | | | | | | | | |
| <input type="checkbox"/> | Selected youth. | | | | | | | | | | | | |
| <input type="checkbox"/> | Other: | | | | | | | | | | | | |
| <input type="checkbox"/> | At intake | | | | | | | | | | | | |
| <input type="checkbox"/> | At enrollment | | | | | | | | | | | | |
| <input type="checkbox"/> | Other: | | | | | | | | | | | | |
| <input type="checkbox"/> | <p>Observations.</p> <ul style="list-style-type: none"> • What specifically about youth is observed? • When do observations occur (not including observations during MTO)? Specify what things are observed: | | | | | | | | | | | | |
| <input type="checkbox"/> | <p>Other, specify.</p> | | | | | | | | | | | | |

20. Other comments

Enrollment

21. Do you offer pre-YouthBuild?¹

| | | | | | | | |
|--------------------------|--|--------------------------|--------------|--------------------------|-----------------|--------------------------|------------------|
| <input type="checkbox"/> | <p>Yes.</p> <ul style="list-style-type: none"> Describe the pre-Youth Build program and services offered. What is the enrollment schedule for pre-YouthBuild? <table border="1" style="width: 100%;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td>Once a year.</td> </tr> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td>Several cycles.</td> </tr> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td>Open enrollment.</td> </tr> </table> <ul style="list-style-type: none"> How long does the pre-YouthBuild program last? How many youth are enrolled in pre-YouthBuild in a typical cohort? What is the target group for the pre-YouthBuild program? Was pre-YouthBuild available prior to the study? | <input type="checkbox"/> | Once a year. | <input type="checkbox"/> | Several cycles. | <input type="checkbox"/> | Open enrollment. |
| <input type="checkbox"/> | Once a year. | | | | | | |
| <input type="checkbox"/> | Several cycles. | | | | | | |
| <input type="checkbox"/> | Open enrollment. | | | | | | |
| <input type="checkbox"/> | No | | | | | | |

22. How often does the program enroll youth?

| | |
|--------------------------|---|
| <input type="checkbox"/> | Year-round, open entry. |
| <input type="checkbox"/> | <p>Once per year/one cycle/year</p> <ul style="list-style-type: none"> Date of enrollment: |
| <input type="checkbox"/> | <p>Several cycles per year.</p> <ul style="list-style-type: none"> Date(s) of enrollment: |
| <input type="checkbox"/> | Other, describe. |

23. What is the duration of each program cycle (months)?

24. Does the program have a waiting list of youth that are interested in enrolling?

| | |
|--------------------------|--|
| <input type="checkbox"/> | <p>Yes.</p> <ul style="list-style-type: none"> Approximately how many youth are on this waiting list? |
| <input type="checkbox"/> | No. |

25. After youth are enrolled in the program, are they on probation?

| | |
|--------------------------|--|
| <input type="checkbox"/> | <p>Yes.</p> <ul style="list-style-type: none"> What is the probation period? What are the requirements of this probation period? |
|--------------------------|--|

¹ Some YouthBuild programs offer a pre-program to youth under 18 and/or youth with low TABE scores as a pre-requisite to enrolling in YouthBuild. Not all YouthBuild programs have a pre-YouthBuild program component.

| | |
|--------------------------|--|
| | <ul style="list-style-type: none"> • What happens if youth don't meet the requirements set forth during the probation period? |
| <input type="checkbox"/> | No. |

26. Other comments

Youth Characteristics

27. In general, what are the demographics of the youth you serve (age, gender, race/ethnicity, etc.)?

28. What neighborhoods do these youth come from? What are these neighborhoods like (safety, availability of jobs, educational opportunities etc.)?

29. What barriers are these youth facing (involvement with criminal justice system, substance abuse, homelessness, etc.)?

30. What level are the youth typically at academically? What academic support do they need?

31. What is youth's work experience in general? What support do they need to get jobs?

32. Other comments