

U.S. Department of Labor

**Getting to Work: A Training Curriculum for
HIV/AIDS Service Providers and Housing Providers
Post-Training Survey**

Manager/Supervisor Version

U.S. Department of Labor
200 Constitution Ave., NW
Washington, DC 20210

“GETTING TO WORK: A TRAINING CURRICULUM FOR HIV/AIDS SERVICE PROVIDERS AND HOUSING PROVIDERS” PARTICIPANT SURVEY

According to the Paperwork Reduction Act of 1995, persons are not required to respond to this collection of information unless it displays a currently valid OMB control number and expiration date. Responding to this survey is voluntary. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information to Meredith DeDona Office of Disability Employment Policy (ODEP), U.S. Department of Labor, at DeDona.Meredith@dol.gov or 202-693-7880.

OMB Control Number: XXXX-XXXX

Expiration Date: XX/XX/XXXX

You are being asked to participate in a survey about *Getting to Work: a Training Curriculum for HIV/AIDS Service Providers and Housing Providers* (Getting to Work or GTW), a training that you completed a few months ago. The U.S. Department of Labor’s Office of Disability Employment Policy has contracted with IMPAQ International to conduct this survey to assess the outcomes of the Getting to Work training.

We are conducting this survey to determine whether people who completed the training have experienced any change in how they think or what they do when they interact with people living with HIV/AIDS or those at high risk for HIV/AIDS. Individual responses will be kept private to the extent permitted by law. **All the information you provide will be reported as aggregate or grouped data and will only be used for the purposes of this study.**

Key Definitions & Acronyms

Please note that throughout this survey we use the terms:

- “PLWHA” to refer to a person living with HIV/AIDS
- “Getting to Work” or “GTW” to refer to the training curriculum

Instructions for Completing the Survey

- Please use only the Previous Page and Next Page buttons to go back to a previous question or move on to the next one. Please do not use the back and forward arrows in your browser for navigation.
- Because the survey saves automatically each time you click “Next Page,” it is possible to close the survey and re-open it again at a future date. Just click on the link in your email again and it will take you to your partially completed survey with all completed pages saved.

Questions?

If you have any questions about completion of this survey or wish to receive your survey in an alternative format, please contact Ms. Lisa Lin Freeman of IMPAQ at 443-283-1648 or lfreeman@impaqint.com.

If you have any questions about the overall study, please contact Meredith DeDona of the Office of Disability Employment Policy (ODEP), U.S. Department of Labor, at DeDona.Meredith@dol.gov or 202-693-7880.

Returning Completed Surveys

Please complete and submit your responses to this survey by **no later than Month/Date/Year**.

Thank you for your assistance in this effort to assess the impact of the Getting to Work training.

GETTING TO WORK SURVEY – MANAGER VERSION

First, we will begin with some questions about you and your organization.

1. Which best characterizes your organization:

- Nonprofit public
- Nonprofit private
- Government/public agency
- For profit
- Do Not Know

2. How is your organization funded? Please check all that apply.

- Private donations
- Foundations
- Government grants
- Other (please specify) *Web version will produce space to specify*

3. Who does your organization serve? Please estimate the percentage of your clients in each of the following categories: *Web version will produce space for respondents to enter a descriptor for any "Other" entry*

<u> </u> % Men	<u> </u> % Individuals living with HIV/AIDS
<u> </u> % Women	<u> </u> % Individuals with substance abuse issues
<u> </u> % Transgender	<u> </u> % Individuals with mental health issues
<u> </u> % Gay/Bisexual/Sexual Minorities	<u> </u> % Individuals with documented disabilities
<u> </u> % African-American	<u> </u> % Veterans
<u> </u> % Hispanic/Latino	<u> </u> % Homeless
<u> </u> % White	<u> </u> % Chronically Homeless
<u> </u> % Other Racial Minority	<u> </u> % Other (please specify)

The Chronically Homeless option will include the following mouseover: (1) an unaccompanied homeless individual with a disabling condition who has been continuously homeless for a year or more, OR (2) an unaccompanied individual with a disabling condition who has had at least four episodes of homelessness in the past three years.

4. **My role in this organization is mostly:** *Please check the best answer.*
- "Front line," providing services
 - Management/supervision of front line staff
 - Other (*please specify*) *Web version will produce space to specify*
5. **How much professional experience working with PLWHA do you have?**
Please check the best answer.
- 0-2 years
 - 3-5 years
 - 6-10 years
 - 10-20 years
 - 20+ years
6. **Does your organization provide employment/training services to the individuals you serve?**
Please check all that apply.
- Yes, through our own staff, we provide employment/training services directly to our clients.
 - Not directly, but we work with local partners that provide employment/training services
 - Not directly, but we refer individuals to other providers for employment/training services
 - No, we neither offer nor refer to employment/training services
7. **Before I completed the Getting to Work training, my organization had an active partnership with the following to assist with the employment/training needs of the individuals we serve:** *Please check all that apply. If respondent checks last option in #6, they will not get this question*
- American Job Centers (Career Centers)
 - Vocational Rehabilitation (VR)
 - Ticket to Work/Employment Networks
 - Work Incentive Planning and Assistance (WIPA) program
 - Community Colleges
 - Community-based workforce development agency
 - Employer(s)
 - Nonprofit Organizations
 - None
 - Other (*please specify*) *Web version will produce space to specify*

Next, we ask questions about whether participating in the Getting to Work training has made a difference in your day-to-day work.

8. Since the Getting to Work training, which of the following statements describes your opinion about emphasizing employment and training opportunities to PLWHA? Please check one response

- I think it's really important -I have always thought so.
- I think it's really important -more than I thought before the training.
- I think it's really important -I had not thought about it much before the training.
- I think it's somewhat important -I have always thought so.
- I think it's somewhat important -I had not thought about it much before the training.
- I do not think it's a priority.

9. Since training, I encourage my staff to talk about employment/training opportunities with the individuals we serve...	1 More than Before	2 About the Same	3 Less than Before	4 N/A
a. When providing outreach, recruiting, or intaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Informing partner organizations about our services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Pursuing funding to support our mission	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Evaluating our services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Making referrals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. I encourage my staff to consider employment/training issues and opportunities when...	1 More than Before	2 About the Same	3 Less than Before	4 N/A
a. Conducting intake	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Understanding needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Performing assessments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Setting goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Making referrals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Monitoring individuals' progress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Closing a case	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. In working with the individuals we serve, I encourage staff to...	1 More than Before	2 About the Same	3 Less than Before	4 N/A
a. Raise the topic of employment, experience, or goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Identify employment-related strengths and skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Provide encouragement about employment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Provide counseling about employment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Suggest training and employment opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Identify work opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Discuss other employment-related services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Provide a referral to employment-related services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Identify/target local employers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Follow-up with individuals about their progress in obtaining employment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Collect/track case data on progress in obtaining employment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l. Update the individual service plan with employment/training information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. Have you taken any steps based on what you learned in the Getting to Work training?

Y - Please check all that apply *These will be tailored based on respondents' answers to 6 and 7*

- Discussed employment/training for PLWHA with my staff
- Discussed employment/training for PLWHA with other managers/peers
- Learned more about the American Job Center/Career Center in my area
- Learned more about the Vocational Rehabilitation (VR) agency in my area
- Learned more about work incentive programs, like the Ticket to Work Program
- Encouraged my staff to learn more about employment programs in general
- Encouraged my staff to pursue training to learn more about employment programs
- Considered an organization that offers employment services for partnership
- Reached out to an organization that offers employment services to discuss partnership
- Scheduled a meeting with an existing employment partner to discuss enhancing the partnership (e.g., meeting more frequently, troubleshooting, increasing referrals, cross-training staff)
- Implemented changes in our services to address employment for PLWHA
- Implemented changes in our administrative procedures to address employment for PLWHA
- Other *please specify* *Web version will produce space to specify*

N - Please tell us why not. *Please check all that apply*

- I have not had time lately
- I do not feel that my staff would be receptive
- I do not feel that other leadership would be receptive
- It's beyond the scope of what we do
- Other *please specify* **Web version will produce space to specify**

13. Do you plan to take any steps emphasize the role of employment and training for the individuals you serve?

Y - *Please check all that apply*

- Discuss employment/training for PLWHA with my staff
- Discuss employment/training for PLWHA with other managers/peers
- Learn more about the American Job Center/Career Center in my area
- Learn more about the Vocational Rehabilitation (VR) agency in my area
- Learn more about work incentive programs, like the Ticket to Work Program
- Encourage my staff to learn more about employment programs in general
- Encourage my staff to pursue training to learn more about employment programs
- Consider an organization that offers employment services for partnership
- Reach out to an organization that offers employment services to discuss partnership
- Schedule a meeting with an existing employment partner to discuss enhancing the partnership (e.g., meeting more frequently, troubleshooting, increasing referrals, cross-training staff)
- Implement changes in our services to address employment for PLWHA
- Implement changes in our administrative procedures to address employment for PLWHA
- Other *please specify*

N - *Please tell us why not. Please check all that apply*

- I have not had time lately
- I do not feel that my staff would be receptive
- I do not feel that other leadership would be receptive
- It's beyond the scope of what we do
- Other *please specify* **Note: web version will produce space to specify**

14. Overall, the Getting to Work training has helped shape how I...	1 Strongly Agree	2 Somewhat Agree	3 Neutral	4 Somewhat Disagree	5 Disagree
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a. Support the needs of the population(s) we serve	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Manage my caseload	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Interact with my internal colleagues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Interact with partner organizations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Interact with employers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

15. What would help you take additional steps to incorporate what you learned from the Getting to Work training into your work? *Open ended* [Web version will produce space to specify](#)

16. Are there any other comments you would like to share about the Getting to Work training? *Open ended* [Web version will produce space to specify](#)