

Survey

Introduction:

Dear [State Coordinator's name],

Welcome to the 2020 State Education Agency (SEA) Needs Assessment Survey (Needs Assessment). On behalf of the U.S. Department of Education's (ED) Office of Safe and Supportive Students (OSSS), the staff at the Title IV, Part A Technical Assistance Center (T4PA Center) presents this Needs Assessment to better understand how the T4PA Center and ED can support State Coordinators' (SC) current training and technical assistance (T/TA) needs and past T/TA experiences in administering and implementing the Title IV, Part A (Title VI-A) Student Support and Academic Enrichment (SSAE) grant program.

This survey examines the technical assistance provided by SCs to local education agencies (LEAs), additional needs SCs may have in administering and implementing the Title IV-A SSAE grants, and the T/TA SCs received from the T4PA Center thus far. The information collected through this survey will be used to 1) create data-driven training technical assistance plans for each SEA for the upcoming year; 2) evaluate the quality and usefulness of the training and technical assistance provided by the T4PA Center in the previous year, and 3) inform the development of Title IV-A specific resources, training, and other materials and methods of technical assistance the T4PA Center and ED will provide to the SCs in the future.

The staff at the T4PA Center thank you in advance for completing this brief assessment. We estimate it will take between 10-15 minutes to finish this survey. *We are requesting all responses please be submitted by 5:00 p.m. EST, on XXX.XX, 2020.*

To begin, please click on the "Next" button at the bottom of the screen. You may leave and return to the Needs Assessment at any point as your data will be saved in the system for when you come back.

Sincerely,

The T4PA Center Team

Instructions for Completion

This Needs Assessment survey is designed to identify the needs of SEAs related to 1) administering Title IV-A, and 2) supporting LEAs to accomplish projects and activities within Title IV-A.

The information collected through this Needs Assessment survey will be used to create data-driven training and technical assistance plans for your SEA and evaluate the T4PA Center’s services provided during the past year.

We encourage you to be candid in your responses.

This Needs Assessment should require 10-15 minutes to complete. A limited number of text boxes will require written responses. You may leave the Needs Assessment at any point; your answers will be saved. To return to the Needs Assessment, please use the link in your invitation email.

If you have any questions or need assistance to complete this survey, please contact the T4PA Center at the following email or toll-free phone number: T4PACenter@seiservices.com or 833-404-4845.

STATE EDUCATION AGENCY INFORMATION

Please **select** your state or territory: [a pull-down list of states and territories will be provided for the SC]

Please complete with the information of the person completing this Needs Assessment survey:

Name:	<input type="text"/>
Title:	<input type="text"/>
Email Address:	<input type="text"/>
Phone:	<input type="text"/>
Are you new to this position since July 2019?	Yes No
Are you responsible for other Titles or other areas within your SEA beside Title IV, Part A? (Please select all that apply)	Title I, Part A Title I, Part B, Title I, Part C Title I, Part D Title II Title III Title IV, Part A Title V, Part A Rural Education Achievement Program 21 st Century Community Learning Centers Education for Homeless Children and Youth Other U.S. Department of Education Discretionary Grants (If yes, please describe)

	Other (please describe):
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STATE EDUCATION AGENCY’S CAPACITY TO ADMINISTER/MANAGE TITLE IV-A ACTIVITIES:
 The questions below relate to your SEA’s overall capacity to successfully implement the Title IV–A activities in your Consolidated State Plan. To achieve each of the capacities named, please select the extent of training and technical assistance (T/TA) support, if any, you believe your SEA will require.

Please select all the topics on which you provided training and technical assistance in the past year:

Fiscal Topics	Do you provide any T/TA on this topic? (Y/N)
Assisting LEAs in developing a budget for the grant funds	
Determining allowable costs for the LEAs	
Monitoring of grant funds including how funds are tracked to ensure that LEAs are spending appropriately	
Developing the LEA application package	
Training on the application package requirements	
Reporting on the data necessary to complete the Consolidated State Performance Report (CSPR) reporting requirements	
Reviewing and approving applications	
Other fiscal topics: (text field)	

In all areas of Title IV–A administration, the T4PA Center and the U.S. Department of Education (ED) are available to assist you in providing technical support to your LEAs. Please indicate the level of support you would like in the coming year for each topic listed below using the following scale:

- No support indicates that you need no additional assistance from the T4PA Center or ED in supporting your LEAs with these inquiries
- Minimal support indicates that you would like a moderate level of support from the T4PA Center or ED in supporting your LEAs on these topics
- Some support indicates that you require additional support and/or specific questions answered from the T4PA Center or ED in supporting your LEAs on these topics
- Substantial support indicates that you have minimal knowledge of this subject and require support from the T4PA Center or ED in many or all aspects of this area

	How much support would you like in the coming year?			
	Substantial support	Some support	Minimal support	No Support
Assisting LEAs in developing a budget for the grant funds				
Monitoring of grant funds including how funds are tracked across content areas to ensure that districts are spending funds appropriately				
Developing the LEA application package				
Training on the application package requirements				
Reporting on the data necessary to complete the				

Consolidated State Performance Report (CSPR) reporting requirements				
Reviewing and approving applications				
Other fiscal topics: (Text field, using the text from the question above) [only shows up if they said yes and filled in "Other activities" in previous section]				
Additional fiscal topics: [text field]				

Based on your responses about the activities above, what kinds of training, supports or resources would be most helpful to strengthen your SEA's capacity to administer/manage Title IV-A in the area of fiscal topics? [Open-ended question]

Management Topics:	Do you provide any T/TA on this topic? (Y/N)
Choosing/Developing a structure to manage Title IV-A	
Collaboration between stakeholder groups	
Accessing subject matter expertise to advise on key issues	
Identifying/Developing evidence-based programs	
Other management topics:	

In all areas of Title IV-A administration, the T4PA Center and the U.S. Department of Education (ED) are available to assist you in providing technical support to your LEAs. Please indicate the level of support you would like in the coming year for each topic listed below using the following scale:

- No support indicates that you need no additional assistance from the T4PA Center or ED in supporting your LEAs with these inquiries
- Minimal support indicates that you would like a moderate level of support from the T4PA Center or ED in supporting your LEAs on these topics
- Some support indicates that you require additional support and/or specific questions answered from the T4PA Center or ED in supporting your LEAs on these topics
- Substantial support indicates that you have minimal knowledge of this subject and require support from the T4PA Center or ED in many or all aspects of this area

	How much support would you like in the coming year?			
	Substantial support	Some support	Minimal support	No Support
Choosing/Developing a structure to manage Title IV-A				
Collaboration between stakeholder groups				
Accessing subject matter expertise to advise on key issues				
Identifying or developing evidence-based programs				
Other management topics: (Text field, using the text from the question above) [only shows up if they said yes and filled in "Other activities" in previous section]				
Additional management topics: [text field]				

Based on your responses about the activities above, what kinds of training, supports or resources would be most helpful to strengthen your SEA’s capacity to administer/manage Title IV-A in the area of management topics? [Open-ended question]

Evaluation Topics:	Do you provide any T/TA on this topic? (Y/N)
Providing lists of appropriate teaching resources (e.g. curricula, manuals, credentialing/training programs)	
Ensuring that programmatic choices are impacting students positively	
Ensuring successful professional development or professional learning opportunities	
Other evaluation topics: (text field)	

In all areas of Title IV-A administration, the T4PA Center and the U.S. Department of Education (ED) are available to assist you in providing technical support to your LEAs. Please indicate the level of support you would like in the coming year for each topic listed below using the following scale:

- No support indicates that you need no additional assistance from the T4PA Center or ED in supporting your LEAs with these inquiries
- Minimal support indicates that you would like a moderate level of support from the T4PA Center or ED in supporting your LEAs on these topics
- Some support indicates that you require additional support and/or specific questions answered from the T4PA Center or ED in supporting your LEAs on these topics
- Substantial support indicates that you have minimal knowledge of this subject and require support from the T4PA Center or ED in many or all aspects of this area

	How much support would you like in the coming year?			
	Substantial support	Some support	Minimal support	No Support
Providing lists of appropriate teaching resources (e.g. curricula, manuals, credentialing/training programs)				
Ensuring that programmatic choices are impacting students positively				
Ensuring successful professional development or professional learning opportunities				
Other evaluation topics: (Text field, using the text from the question above) [only shows up if they said yes and filled in “Other activities” in previous section]				
Additional evaluation topics: [text field]				

Based on your responses about the activities above, what kinds of training, supports or resources would be most helpful to strengthen your SEA’s capacity to administer/manage Title IV-A in the area of evaluation topics? [Open-ended question]

LEA Topics:	Do you provide any T/TA on this topic? (Y/N)
Questions regarding transferability of funds	
Support in developing LEA needs assessments	
LEA coordination with other local entities	
Other LEA-based topics: [text field]	

In all areas of Title IV-A administration, the T4PA Center and the U.S. Department of Education (ED) are available to assist you in providing technical support to your LEAs. Please indicate the level of support you would like in the coming year for each topic listed below using the following scale:

- No support indicates that you need no additional assistance from the T4PA Center or ED in supporting your LEAs with these inquiries
- Minimal support indicates that you would like a moderate level of support from the T4PA Center or ED in supporting your LEAs on these topics
- Some support indicates that you require additional support and/or specific questions answered from the T4PA Center or ED in supporting your LEAs on these topics
- Substantial support indicates that you have minimal knowledge of this subject and require support from the T4PA Center or ED in many or all aspects of this area

	How much support would you like in the coming year?			
	Substantial support	Some support	Minimal support	No Support
Questions regarding transferability of funds				
Support in developing LEA needs assessments				
LEA coordination with other local entities				
Other LEA-based topics: (Text field, using the text from the question above) [only shows up if they said yes and filled in “Other activities” in previous section]				
Additional LEA-based topics: [Text field]				

Based on your responses about the activities above, what kinds of training, supports or resources would be most helpful to strengthen your SEA’s capacity to administer/manage Title IV-A in the area of LEA topics? [Open-ended question]

WELL-ROUNDED EDUCATIONAL OPPORTUNITIES [WRE]

In the next set of questions, we ask about each of the activities identified within the priority area of Well-Rounded Educational Opportunities in Title IV-A. Please indicate the degree to which

your SEA would benefit from additional training and technical assistance to assist LEAs in implementing each activity.

Please select all the topics in the priority area of Well-Rounded Educational Opportunities on which you provided training and technical assistance in the past year, and indicate how you provided training and technical assistance, and if you would like additional support from the T4PA Center on the topics listed below:

Well Rounded Educational Opportunities T/TA	A. Do you provide any T/TA on this topic? (Y/N)
High-quality courses in STEM, including computer science	
Music and the arts	
Foreign languages	
Postsecondary level courses <u>accepted for credit</u> at institutions of higher education (IHEs), including dual/concurrent enrollment and early college high schools	
Postsecondary level instruction and examinations that are <u>accepted for credit</u> at institutions of higher education (IHE), including Advanced Placement (AP) and International Baccalaureate (IB) programs	
Environmental education	
American history, civics, economics, geography, social studies, or government education	
Reimbursing low-income students to cover part or all the costs of accelerated learning examination fees	
Career pathways and training	
Serving special student populations* (e.g. female students, English Language Learners [ELs], gifted and talented students, students with disabilities, low-income students, minority students)	
Other activity(ies) anticipated to support the Well-Rounded Educational Opportunities: [Text Field]	

Within the priority area of Well-Rounded Educational Opportunities, the T4PA Center and the U.S. Department of Education (ED) are available to assist you in providing training and technical support to your LEAs. Please indicate the level of support you need in the coming year for each topic listed below using the following scale for each area:

- No support indicates that you need no additional assistance from the T4PA Center or ED in supporting your LEAs with these inquiries
- Minimal support indicates that you would like a moderate level of support from the T4PA Center or ED in supporting your LEAs on these topics
- Some support indicates that you require additional support and/or specific questions answered from the T4PA Center or ED in supporting your LEAs on these topics
- Substantial support indicates that you have minimal knowledge of this subject and require support from the T4PA Center or ED in many or all aspects of this area

Well Rounded Education T/TA	How much support would you like in the coming year?			
	Substantial support	Some support	Minimal support	No support
High-quality courses in STEM, including computer science				

Music and the arts				
Foreign languages				
Postsecondary level courses <u>accepted for credit</u> at institutions of higher education (IHEs), including dual/concurrent enrollment and early college high schools				
Postsecondary-level instruction and examinations that are <u>accepted for credit</u> at institutions of higher education (IHE), including Advanced Placement (AP) and International Baccalaureate (IB) programs				
Environmental education				
American history, civics, economics, geography, social studies, or government education				
Reimbursing low-income students to cover part or all the costs of accelerated learning examination fees				
Career pathways and training				
Serving special student populations* (e.g. female students, English Language Learners [ELs], gifted and talented students, students with disabilities, low-income students, minority students)				
Other activity(ies) anticipated to support the Well-Rounded Educational Opportunities: (Text field, using the text from the question above) [only shows up if they said yes and filled in "Other activities" in previous section]				
Additional activity(ies) anticipated to support the Well-Rounded Educational Opportunities: [Text field]				

Based on your responses about the activities listed above, what kinds of trainings, supports or resources would be most helpful to strengthen your SEA's capacity to administer/manage Title IV-A in the priority area of Well-Rounded Educational Opportunities? Please be as specific as possible. [Open-ended question]

SAFE AND HEALTHY STUDENTS [SHS]

In the next set of questions, we ask about each of the activities within the priority area of Safe and Healthy Students in Title IV-A. Please indicate the degree to which your SEA would benefit from additional training and technical assistance to assist LEAs in implementing each activity.

Please select all the topics on which you provided training and technical assistance in the past year within the priority area of Safe and Healthy Students, and indicate how you provided technical assistance:

Safe and Healthy Students T/TA	Do you provide any T/TA on this topic? (Y/N)
Implementing a plan to reduce exclusionary discipline practices	
Implementation of evidence-supported mental health awareness training programs to provide education to school personnel regarding resources available in the community	
Expansion of access to or coordination of resources for school-based counseling and mental health programs	
Providing LEAs with evidence-supported resources addressing ways to integrate health and safety practices into school or athletic programs	
Disseminating best practices and evaluating program outcomes related to any LEA activities to promote student safety and violence prevention	
Providing LEAs with evidence-supported resources addressing ways to prevent school drop-out	
Positive Behavioral Intervention and Supports (PBIS)	
Other activity(ies) anticipated to ensure Safe and Healthy Students (please specify):	

In the priority area of Safe and Healthy students, the T4PA Center and the U.S. Department of Education (ED) are available to assist you in providing training and technical support to your LEAs. Please indicate the level of support you need in the coming year in the areas listed below using the following scale:

- No support indicates that you need no additional assistance from the T4PA Center or ED in supporting your LEAs with these inquiries
- Minimal support indicates that you would like a moderate level of support from the T4PA Center or ED in supporting your LEAs on these topics
- Some support indicates that you require additional support and/or specific questions answered from the T4PA Center or ED in supporting your LEAs on these topics
- Substantial support indicates that you have minimal knowledge of this subject and require support from the T4PA Center or ED in many or all aspects of this area

Safe and Healthy Students T/TA	How much support would you like in the coming year?			
	Substantial support	Some support	Minimal support	No support
Implementing a plan to reduce exclusionary discipline practices				
Implementation of evidence-supported mental health awareness training programs to provide education to school personnel regarding resources available in the community				
Expansion of access to or coordination of resources for school-based counseling and mental health programs				
Providing LEAs with evidence-supported resources addressing ways to integrate health and safety practices into school or athletic programs				

Disseminating best practices and evaluating program outcomes related to any LEA activities to promote student safety and violence prevention				
Providing LEAs with evidence-supported resources addressing ways to prevent school drop-out				
Positive Behavioral Intervention and Supports (PBIS)				
Other activity(ies) anticipated to ensure Safe and Healthy Students (please specify): [only shows up if they said yes and filled in "Other activities" in previous section]				
Additional activity(ies) anticipated to ensure Safe and Healthy Students: [Text field]				

Based on your responses about the activities above, what kinds of trainings, supports or resources would be most helpful to strengthen your SEA's capacity to administer/manage Title IV-A in the priority area of Safe and Healthy Students? Please be as specific as possible. [Open-ended question]

EFFECTIVE USE OF TECHNOLOGY

The questions below relate to your SEA's overall capacity to successfully support LEA implementation of Title IV-A activities related to the priority area of Effective Use of Technology.

Please select all the topics on which you provided training and technical assistance in the past year, and indicate how you provided TA in the priority area of Effective Use of Technology:

Effective Use of Technologies T/TA	Do you provide any T/TA on this topic? (Y/N)
Identifying and addressing technology readiness needs for LEAs	
Using technology to support the learning needs of all students (including disabled and ELL students)	
Building the capacity of school leaders and LEA administrators to support teachers in using data and technology to improve instruction and personalize learning	
Implementing school- and district-wide approaches to inform instruction, support teacher collaboration, and personalize learning	
Supporting schools in rural or remote areas to expand access to high-quality digital learning opportunities	
Developing or implementing specialized or rigorous academic courses using technology, including assistive technology	
Disseminating promising practices related to technology instruction, data security, and the acquisition and implementation of technology tools and applications	
Providing school personnel and administrators with the knowledge and skills to use technology effectively	
Making instructional content widely available through open educational resources	

Other activity(ies) anticipated to support the Effective Use of Technologies (please specify):	

In the priority area of Effective Use of Technology, the T4PA Center and the U.S. Department of Education (ED) are available to assist you in providing training and technical support to your LEAs. Please indicate the level of support you need in the coming year in the areas listed below using the following scale:

- No support indicates that you need no additional assistance from the T4PA Center or ED in supporting your LEAs with these inquiries
- Minimal support indicates that you would like a refresher and/or a moderate level of support from the T4PA Center or ED in supporting your LEAs on these topics
- Some support indicates that you require additional support and/or specific questions answered from the T4PA Center or ED in supporting your LEAs on these topics
- Substantial support indicates that you have minimal knowledge of this subject and require support from the T4PA Center or ED in many or all aspects of this area

Effective Use of Technologies T/TA	How much support will you need in the coming year?			
	Substantial support	Some support	Minimal support	No support
Identifying and addressing technology readiness needs for LEAs				
Using technology to support the learning needs of all students (including disabled and ELL students)				
Building the capacity of school leaders and LEA administrators to support teachers in using data and technology to improve instruction and personalize learning				
Implementing school- and district-wide approaches to inform instruction, support teacher collaboration, and personalize learning				
Developing or implementing specialized or rigorous academic courses using technology, including assistive technology				
Disseminating promising practices related to technology instruction, data security, and the acquisition and implementation of technology tools and applications				
Providing school personnel and administrators with the knowledge and skills to use technology effectively				
Making instructional content widely available through open educational resources				
Other activity(ies) anticipated to support the Effective Use of Technologies (please specify): [only shows up if they said yes and filled in "Other activities" in previous section]				
Additional activity(ies) anticipated to support the Effective Use of Technologies: [Text field]				

Based on your responses about the activities above, what kinds of trainings, supports or resources would be most helpful to strengthen your SEA’s capacity to administer/manage Title IV-A in the priority area of Effective Use of Technology? Please be as specific as possible. [Open-ended question]

SATISFACTION WITH T/TA RECEIVED IN PAST YEAR

In the past year, have you had any training or technical assistance from the T4PA Center (i.e., attending the State Coordinator virtual meeting and/or the Annual meeting, having interactions with your TA Liaison, getting questions answered on the Portal from TA Center staff)?

- Yes
- No [skip to close]

If yes, what type of T/TA did you receive? (Please select all that apply)

- Attended annual meeting
- Attended virtual meeting
- Had individual sessions with my TA liaison
- Received customized Training/TA plan
- Submitted questions to the Portal and received a response from a TA Liaison
- Submitted questions via email and received a response from a TA Liaison or Federal Program Officer
- Submitted questions via phone and received a response from a TA Liaison or Federal Program Officer
- Other: [text field]

The questions below relate to the T/TA you received from your TA Liaison to ready yourself to support your LEAs on implementing Title IV-A activities and successfully administer Title IV-A for your SEA.

Please state your level of agreement with the statements below where 1 means “disagree” and 4 means “agree”.

	Level of agreement			
	4-Agree	3-Somewhat Agree	2-Somewhat Disagree	1-Disagree
The T/TA gave me the information that I needed to move forward in the particular area(s) discussed.				
The T/TA fully answered my initial question.				
The T/TA was responsive to my needs and any follow-up questions I may have had.				
The presentation of the T/TA was easy to understand.				

In what topical areas have you received T/TA?

T/TA Topics	Did you receive any T/TA on this topic? (Y/N)
Administration of Title IV, Part A	
Well-Rounded Education	
Safe and Healthy Students	
Effective Use of Technology	
Other topics:	

[Only the areas with “Yes” above are shown in the grid below]

In all areas of Title IV-A administration, the T4PA Center and the U.S. Department of Education (ED) are committed to providing quality technical support to you as you manage your Title IV-A program. Please indicate your level of satisfaction with the TA you’ve received in the past year on the topics listed below where 1 indicates “unsatisfied” and 4 indicates “satisfied”.

	How satisfied are you with the T/TA you received in the following areas?			
	4 -Satisfied	3 - Somewhat Satisfied	2 - Somewhat unsatisfied	1 -Unsatisfied
Administration of Title IV, Part A				
Well-Rounded Education				
Safe and Healthy Students				
Effective Use of Technology				
Other topics:				

If SC answered 1 or 2 above,

Please take a minute to explain how the T/TA you received in X [completed via the topics listed above] did not meet your T/TA needs?

Please take a minute to let the T4PA Center know overall what worked well with the T/TA you received [Text Box]

Please let the T4PA Center know how overall the T/TA provided could be improved for future sessions [Text box]

Thank you very much for your time. Your answers will be used by the T4PA Center to provide tailored technical assistance based on the needs indicated in your responses. We look forward to working with you to ensure the success of Title IV-A for your SEA.

[After they press submit, they are sent a page where they can download a PDF of their own answers. They are also emailed their responses and the message:

“Thank you very much for your time. Your answers will be used by the T4PA Center to provide tailored technical assistance based on the needs indicated in your responses. We look forward

to working with you this year to ensure the success of Title IV-A for your SEA. Your answers are available for viewing below.”]

Draft Announcements, Invitations, and Scripts

Announcement

Dear State Coordinator [Can substitute name],

The T4PA Center is excited for the opportunity to continue to get to know you and your State education agency (SEA) better through the Needs Assessment process. Our hope is that through this Needs Assessment Survey and your candid feedback, we can enhance your personalized training and technical assistance plans; and that they will continue to help you to successfully implement the Title IV, Part A (Title IV-A) offerings in your state as well as help us to improve the T/TA we offer to you.

The Needs Assessment is a voluntary effort to improve the technical assistance State Coordinators receive regarding the implementation of Title IV, Part A. Like the Needs Assessment your state received last year (and you may or may not have completed on its behalf), this year's Needs Assessment consists of two parts: a survey and a live discussion.

Following the completion of the survey, you will be invited to participate in a follow-up live discussion in an effort to further document and understand your training and technical assistance needs. Information collected through this process will influence the development of resources, training materials and activities, as well as the structure and methods for providing training and technical assistance. This information will be reflected again in your state-level training and technical assistance plans, which include a set of resources, training materials, and activities to assist you in implementing Title IV-A specific to *your* state's needs.

Please feel free to be candid throughout the process.

The T4PA Center team would like to thank you in advance for completing the Needs Assessment. We estimate it will take between 10-15 minutes to complete the survey and approximately 30 minutes for the interview. If you have any questions or comments, please reach out to us at T4PACenter@seiservices.com or call 833-404-4845.

Sincerely,
T4PA Center Team

Invitation/Day of Survey Announcement

Dear State Coordinator [Can substitute name],

On XX, X,2020, you received an invitation to participate in the Title IV, Part A Technical Assistance Center (T4PA Center) SEA Needs Assessment. This survey is the first part of the Needs Assessment and is now open and can be completed via the link provided. (insert link to survey)

The information collected through this Needs Assessment survey will be used to enhance the data-driven training and technical assistance (T/TA) plans for your state. As you know, these state-level technical assistance plans consist of resources and activities to assist you in implementing Title IV-A specific to *your state's* needs.

Please feel free to be candid.

At your earliest convenience, we would appreciate you taking a few minutes to complete the Needs Assessment. We are requesting all responses by 5:00 p.m. EST, on XXXX, 2020.

To begin, please click on the “Next” button at the bottom of the screen. You may leave and return to the Needs Assessment at any point as your data will be saved in the system for when you come back.

If you have any questions or comments, please reach out to us at T4PACenter@seiservices.com or call 833-404-4845.

Sincerely,
T4PA Center Team

Reminder – one week to go.

Dear State Coordinator [Can substitute name],

On **XX, X**,2020, you received an invitation to participate in the Title IV, Part A Technical Assistance Center (T4PA Center) SEA Needs Assessment Survey. This survey will be closed in **one week**, on XXXX, 2020. Please complete the survey as soon as possible.

The information collected through this survey forms the basis for the T4PA training and technical assistance plans. As you know, these state-level technical assistance plans consist of resources and activities to assist you in implementing Title IV-A specific to *your state’s* needs.

Your candid responses are appreciated.

The staff at the T4PA Center thank you in advance for completing this brief assessment. We estimate it will take between 10-15 minutes to complete.

We are requesting all responses by 5:00 p.m. EST, on XXXXX, 2020.

Sincerely,
T4PA Center Team

One Day to Go

Dear State Coordinator [Can substitute name],

On **XX, X**,2020, you received an invitation to participate in the Title IV, Part A Technical Assistance Center (T4PA Center) SEA Needs Assessment Survey. This survey will close **tomorrow, XXX, X, 2020.** A link to the survey can be found here.

The answers you provide to the SEA Needs Assessment Survey will directly inform the development of *your* state-level technical assistance plans. These plans will provide customized trainings and resources to help you implement Title IV, Part A in your state. Please feel free to be candid.

We cannot continue to provide the highest quality, customized technical assistance plans without *your* participation.

The staff at the T4PA Center thank you in advance for completing this brief assessment. We estimate it will take between 10-15 minutes to complete.

We are requesting all responses by 5:00 p.m. EST, on XXXXX, 2020.

Sincerely,

Phone Script for TA Liaison to use in calls with State Coordinator who has not yet responded

SC: Hi [Name]

SC: We noticed that you have not yet completed the SEA Needs Assessment, and I wanted to reach out to you to see if you had any questions about the survey or the process. Do you have any questions that I can answer?

SC: We sent invitations out on **XXX**, and the survey closes in one week. We'd appreciate you completing the survey as it directly feeds into state-specific TA plan you'll be receiving over the next few months. Do you think you will have time to complete the survey?

SC: [If Yes] Great! We look forward to reading your responses. For your information, we will also be having a series of interviews/focus groups with state coordinators over the summer to allow for feedback and additional conversations about your technical assistance needs. I'll be in touch over the next few weeks with more information.

SC: [If No] If you are unable to complete the survey, we will also be having a series of interviews/focus groups with state coordinators over the summer to allow for feedback and additional conversations about your technical assistance needs.

SC: Thank you so much for your time, and please reach out if you have any additional questions or concerns.