# ATTACHMENT E STAFF SURVEY



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**DRAFT** 

OMB No.: xxxx-xxxx

Expiration Date: xx/xx/xxxx

#### **Evaluation of Employment Coaching for TANF and Other Related Populations**

Management and Staff Survey Questionnaire

[Advance E-mail to Program Staff]

#### Dear [Name of program staff member]:

As you may know, [PROGRAM NAME or AGENCY] is participating in the Evaluation of Employment Coaching for TANF and Other Related Populations, a national study being conducted by the U.S. Department of Health and Human Services. The study will learn more about whether providing people with a coach to assist them with setting and meeting goals helps them get and keep a job. The study will also help us learn whether there are ways to make the [coaching/program] work better. The U.S. Department of Health and Human Services has asked researchers from Mathematica Policy Research and Abt Associates to assist with the study.

As part of the evaluation we are asking management and staff to complete a brief survey to help us better understand the types of services provided as part of [PROGRAM NAME or AGENCY]. The time to complete this survey will vary by person, but is expected to be no more than 45 minutes on average.

Your participation in the survey is completely voluntary. You do not have to answer any questions that make you uncomfortable. All your responses will be kept strictly private and will only be used for research purposes and aggregated with other responses.

If you have any questions about the survey, please do not hesitate to contact Bethany Boland at Abt Associates by calling 1-301-347-5818 or emailing Bethany\_Boland@abtassoc.com.

Thank you in advance for your assistance in completing this survey and providing important information to the study.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection will be entered after clearance. The time required to complete this information collection is estimated to average 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

	Section A. Background and Program Involvement					
	se complete the requested information below or select the category for each item that best describes your ground.					
[If Ma	anager or Staff display questions 1-9]					
1.	What is your title in your current position with [program name or agency]?					
2.	How long have you been working in the position of [title from Q1] at [program name or agency]?					
	years months					
3.	How long have you worked for [organization name]?					
	years months					
4.	How would you describe yourself?					
	(Please select only one answer.)					
	ı ☐ Male					
	<sub>2</sub>					
	Would you describe yourself in some other way? (please specify) [textbox]					
5.	What is your age?					
	years old					
6.	Are you Hispanic, Latino, or of Spanish origin?					
	(Please select only one answer.)					
	<ul> <li>Yes</li> <li>No, not of Hispanic, Latino, or Spanish origin</li> </ul>					
7.	What is your race?					
	(Please select all that apply.)					
	1 American Indian or Alaska Native					
	2 Asian					
	Black or African American					
	Native Hawaiian or other Pacific Islander					
	5 White					
	6 Other (please specify)					

8.	What is the <u>highest</u> level of education you have completed?	
	(Please select only one answer.)	
	Did not complete high school or GED	
	2 High school diploma (not General Education Development or GED)	
	3 General Education Development or GED	
	₄ ☐ Some college but no degree	
	5 2-Year or 3-Year College Degree (Associate's Degree)	
	6 4-Year College Degree (Bachelor's Degree)	
	Graduate or Professional Degree (Master's Degree)	
	8 Doctoral Degree or equivalent	
	9 Other (please specify)	
9.	In your position of [title from Q1] at [program name or agency], are you a:	
	□ Full-time employee	
	2 Part-time employee	
	₃ ☐ Full-time contractor	
	4 Part-time contractor	
[If Mana	ager, display Q10-M. If Staff, skip to Q10-S.]	
10-M.	Which of the following are among your responsibilities in your position of [title from Q1]?	
	(Please select all that apply.)	
	□ Supervising coaches	
	2 Supervising case managers	
	Supervising other types of frontline staff (e.g. recruiters, eligibility and intake workers, job developers, workshop instructors, trainers)	
	Coaching participants to set and achieve their goals	
	5 Providing case management	
	6 Program design/enhancements	
	Performance management/program reporting	
	$_{8}$ $\square$ Job development, job placement, and/or employer outreach	
	Other employment services (i.e., job search assistance, resume development, soft skills training)	
	10 Community involvement and outreach	
	11 Hiring staff	
	12 Budget planning	
	13   Fundraising	
	Other (please specify)	

10-S.	Which of the following are among your responsibilities in your position of [title from Q1]?
	(Please select all that apply.)
	Coaching participants to set and achieve their goals
	2 Providing case management
	$_{3}$ $\square$ Job development, job placement, and/or employer outreach
	Other employment services (i.e., job search assistance, resume development, soft skills training)
	5 Providing group instruction (e.g., workshops)
	$_{6}$ Providing referrals to other programs or services
	Administrative (e.g., completing required paperwork)
	$_{8}$ $\ \square$ Identifying potential participants interested in program and assess eligibility
	$_{9}$ $\square$ Conducting intake into the program
	10 Other (please specify)
[If Mana	ager, display Q11-M listing only items selected in Q10-M. If Staff, skip to Q11-S.]
11-M.	On average, which of your responsibilities do you spend the most time on in a typical week?
	(Please select only one answer.)
	1 Supervising coaches
	2 Supervising case managers
	Supervising other types of frontline staff (e.g. recruiters, eligibility and intake workers, job developers, workshop instructors, trainers)
	Coaching participants to set and achieve their goals
	5 Providing case management
	6 Program design/enhancements
	Performance management/program reporting
	$_{8}$ $\square$ Job development, job placement, and/or employer outreach
	<ul> <li>Other employment services (i.e., job search assistance, resume development, soft skills training)</li> </ul>
	10 Community involvement and outreach
	$_{11}$ Hiring staff
	12 Budget planning
	13  Fundraising
	14 Other (please specify)

[If Staff	, display	Q11-S listing only items selected in Q10-S. If Manager, skip to Q12.]
11-S.	On ave	rage, which of your responsibilities do you spend the most time on in a typical week?
	(Pleas	e select only one answer.)
	1	Coaching participants to set and achieve their goals
	2	Providing case management
	3	Job development, job placements and/or employer outreach
	4	Other employment services (i.e., job search assistance, resume development, soft skills training)
	5	Providing group instruction (e.g., workshops)
	6	Providing referrals to other programs or services
	7	Administrative (e.g., complete required paperwork)
	8 🗌	Identifying potential participants interested in program and assess eligibility
	9 🗌	Conducting intake into the program
	10	Other (please specify)
[If Man	ager or	Staff display Q12]
12.	respon	uch total work experience (including your current and prior positions) do you have in performing isibilities similar to those you carry out as part of [program name or agency]? The select only one answer.)
	1 🗌	Less than 1 year
	2	1 year to less than 3 years
	3	3 to 5 years
	4	More than 5 years
[If Q10-	-M = 1 O	PR 4 OR if Q10-S = 1, display Q12a]
12a.	and/or	uch total work experience (including your current and prior positions) do you have in coaching supervising coaching?  e select only one answer.)
	1 🗌	None
	2	Less than 6 months
	2	6 months to less than 1 year
	3	1 year to less than 3 years
	4	3 to 5 years
	5	More than 5 years
[If Man	ager, dis	play Q13a-M. If Staff, skip to Q14a.]

13a-M.	In your position of [title from Q1] at [program name or agency], do you formally manage/supervise staff on an ongoing basis?
	ı ☐ Yes
	o □ No
[If Q13a	a-M = yes, display Q13b-M and Q13c-M. If Q13a-M = no, skip to Q14a.]
13b-M.	If yes, how many staff do you typically manage/supervise?
	# staff
13c-M.	Do you supervise: (Please select all that apply.)
	1 Coaches
	2 Case managers
	₃ ☐ Workshop instructors
	Employment assistance frontline staff (e.g. job developers, trainers)
	5 Administrative staff
	6 Other (please specify)
[If Mana	ager or Staff display Q14a.]
14a.	In your position of [title from Q1] at [program name or agency], are you responsible for working with a number of participants on an ongoing basis (i.e., do you carry a "dedicated caseload" or fill in for frontline staff when needed)?
	₁ ☐ Yes
	o D No
[If Q14a	a = yes, display Q14b - Q14e. If Q14a = no, skip to Q15a.]
14b.	Do you work with:
	(Please select only one answer.)
	1 Unly participants in [treatment group]
	2 Only participants in [control group]
	3 L Both
	□ Do not work with participants     □
	5 L Don't know
14c.	On average, how many participants do you typically work with (i.e., what is your caseload) each month?
	# participants
14d.	During a typical session with a participant, what percentage of your time do you spend supporting the participant to set goals or work on plans to achieve goals?
	(Please enter a response from 1-100 percent.)
	% of time per session

14e.	During a typical session with a participant, what percentage of your time do you spend describing and directing the participant to support services?
	(Please enter a response from 1-100 percent.)
	% of time per session
[If Mana	ager or Staff display Q15a.]
15a.	In your position of [title from Q1] at [program name or agency], have you <u>participated</u> in coaching training?
	1 Yes
[15 04 5	0 No
15b.	a = yes, continue to Q15b. If Q15a = no and Staff, skip to Q16a. If Q15a = no and Manager, skip to Q17.]  If yes, approximately when did you complete your initial coaching training at [program name or agency]?
	month year
15c.	If yes, approximately when did you complete your most recent coaching training at [program name or agency]?
	month year
15d.	What method best describes your coaching training, including initial and follow-up training sessions?
	(Please select all that apply.)
	1 In-person, one-on-one session(s)
	2 In-person, group session(s)
	3 ☐ Online, live session(s)
	4 Online, self-paced session(s)
	5 Other (please specify)
15e.	How many hours of coaching training have you participated in, including initial and follow-up training sessions?
	# of hours
15f.	Did your coaching training include a manual or other written materials?
	ı
[If O15	$_{0}$ $\sqcup$ No $_{0}$ = yes, display 15e-S. If Q15e = no and, skip to Q15f.]
	Do you think the manual or other written materials are useful?
131-3.	Yes
	<sub>2</sub> Somewhat
	o 🗆 No

# 15g. Has your training included <u>follow-up sessions or check-ins after your initial coaching training</u> through the following methods?

SELECT ONE RESPONSE PER ROW

			VE RESPONSI			
		YES	NO	DON'T KNOW		
a.	Peer-to-peer coaching meetings	1 🗆	0	d $\square$		
b.	Peer-to-peer observations	1 🗆	0	d $\square$		
c.	Case reviews	1 🗆	о 🔲	d 🔲		
d.	Webinars	1 🗆	0	d $\square$		
e.	Other method (please specify)	1 🗆	o 🗆	d $\square$		
[If Q14b = Only with participants in [treatment group] or Both, continue to Q16a. Otherwise skip to Q17.]  16a. Does your supervisor or manager reinforce coaching techniques and strategies with you?  1  Yes  No						
[lf Q16.	a = yes, continue to Q16b. If Q16a = no, skip to Q17-M if Manager of the second of the	or 17a-S if Sta	aff.]			
	$_{\scriptscriptstyle 1}$ $$ Supervisor observes coach and participant sessions					
	2 Supervisor schedules or facilitates peer-to-peer coaching	meetings				
	3 Supervisor schedules peer-to-peer observations of coachi	ng sessions				
	4 ☐ Supervisor conducts case reviews one-on-one or in group	S				
	5 Other (please specify)					
16c.	How frequently does your supervisor or manager use coachir meeting with you?	ng technique	s and strate	gies when		

1	Often
2	Sometimes
3	Not at all
4	Don't know

#### Section B. Types of [Program Name or AGENCY] Services Provided

[If Manager, display Q17-M. If Staff, skip to Q17a-S.]

17-M. Based on your discussions with coaches, what is your perception of <u>how often</u> participants in [program name or agency] are able to accomplish the following:

#### SELECT ONE RESPONSE PER ROW

		Never	Rarely	Sometimes	Often	Always
a.	Identify a long-term goal	1 🗆	2	3 🔲	4 🔲	5 🔲
b.	Identify short-term goals	1 🗆	2	3	4	5 🗌
c.	Break down goals into small achievable steps on their own	1 🗆	2	3 🔲	4 🔲	5 🔲
d.	Use an identified goal to motivate themselves	1 🗆	2	3 🔲	4 🔲	5 🔲
	Identify potential challenges that may get in the way of accomplishing a goal	1 🗆	2	3 🔲	4 🔲	5 🔲
f.	Make adjustments to steps if unable to accomplish goal	1 🗆	2	3 🔲	4 🔲	5 🔲
g.	Celebrate their achievement of a goal	1 🗆	2	3 🔲	4 🔲	5 🔲

[If Q14a = yes, display Q17 - Q20. If Q14a = no and Manager, skip to Q21-M. If Q14a = no and Staff, skip to Q21a-S.]

17a-S. Using a scale of 1 to 5, where 1 = Never and 5 = Always, please indicate how often participants who have been in [program name or agency] for less than one month are able to work with their [coach/case manager] to accomplish the following:

		Never	Rarely	Sometimes	Often	Always
a.	Identify a long-term goal	1 🗆	2	3 🔲	4 🔲	5 🔲
b.	Identify short-term goals	1 🗆	2	3 🔲	4 🗌	5 🗌
C.	Break down goals into small achievable steps on their own	1 🗆	2	3 🔲	4 🔲	5 🔲
d.	Use an identified goal to motivate themselves	1 🗆	2	з 🔲	4 🔲	5 🔲
e.	Identify potential challenges that may get in the way of accomplishing a goal	1 🗆	2	з 🔲	4 🔲	5 🔲
f.	Make adjustments to steps if unable to accomplish goal	1 🗆	2	3 🔲	4 🔲	5 🔲
g.	Celebrate their achievement of a goal	1 🗆	2	3 🔲	4 🔲	5 🔲

17b-S.	Using a scale of 1 to 5, where 1 = Never and 5 = Always, please indicate how often participants who
	have been in [program name or agency] for more than one month are able to work with their
	[coach/case manager] to accomplish the following:

		Never	Rarely	Sometimes	Often	Always
a.	Identify a long-term goal	1 🗆	2	3 🔲	4 🔲	5 🔲
b.	Identify short-term goals	1 🗆	2	3 🗌	4	5 🗌
C.	Break down goals into small achievable steps on their own	1 🗆	2	3 🔲	4 🔲	5 🔲
d.	Use an identified goal to motivate themselves	1 🗆	2	з 🔲	4 🔲	5 🔲
e.	Identify potential challenges that may get in the way of accomplishing a goal	1 🗆	2	3 🔲	4 🔲	5 🔲
f.	Make adjustments to steps if unable to accomplish goal	1 🗆	2	3 🔲	4 🔲	5 🔲
g.	Celebrate their achievement of a goal	1 🗆	2	3 🔲	4 🔲	5 🔲

18. Please indicate about <a href="https://example.com/how-often you use">how often you use</a> the following [resources/process from curricula] with participants. Using a scale of 1 to 5, where 1 = Never and 5 = Always, please indicate how often these resources are used during one-on-on sessions with participants.

SELECT ONE RESPONSE PER ROW

	022201 0142 1120. 01102 1 211103				
	Never	Rarely	Sometimes	Often	Always
a. [Tool A]	1 🗆	2	3 🔲	4	5 🔲
b. [Tool B]	1 🗆	2	3 🔲	4	5 🔲
c. [Tool C]	1 🗆	2	3 🔲	4	5 🔲
d. [Tool D]	1 🗆	2	3 🔲	4	5 🔲
e. [Tool E]	1 🗆	2	3 🔲	4	5 🔲
f. [Tool F]	1 🗆	2	3 🔲	4	5 🗌
g. [Tool G]	1 🗆	2	3 🔲	4 🗌	5 🔲
h. [Tool H]	1 🗆	2	3 🔲	4	5 🔲
i. Tangible incentives (e.g., gift cards, tokens used to buy items, other items)	1 🗆	2	3 🔲	4 🔲	5 🔲
j. Other (please specify)	1 🗆	2	3 🔲	4	5 🗌

19.	Please indicate about how valuable you find each of these resources in helping participants gain and
	retain employment.

	Not Valuable	Rarely Valuable	Somewhat Valuable	Valuable	Extremel y Valuable
a. [Tool A]	1 🗆	2	3 🔲	4 🔲	5 🔲
b. [Tool B]	1 🗆	2	3 🗌	4	5
c. [Tool C]	1 🔲	2	3 🔲	4 🔲	5 🔲
d. [Tool D]	1 🗆	2	3	4 🗌	5
e. [Tool E]	1 🗆	2	3 🔲	4 🔲	5 🔲
f. [Tool F]	1 🗆	2	3 🔲	4 🔲	5 🗌
g. [Tool G]	1 🔲	2	3 🔲	4 🔲	5 🔲
h. [Tool H]	1 🗆	2	3	4 🗌	5
i. Tangible incentives (e.g., gift cards, tokens used to buy items, other items)	1 🗆	2	з 🔲	4 🔲	5 🗌
j. Other (please specify)					

# 20. Please indicate <u>how much time</u> it takes on average to complete each of the following [program name or agency] resources with a participant:

1 🔲

SELECT ONE RESPONSE PER ROW

2 3

4

5 🗌

	<b>3113 (311)</b>				
	Don't Use	1-10 minutes	11-20 minutes	21-30 minutes	More than 30 minutes
a. [Tool A]	1 🗆	2	3 🔲	4 🗌	5 🔲
b. [Tool B]	1 🗆	2	3 🗌	4	5 🔲
c. [Tool C]	1 🗆	2	3 🔲	4 🗌	5 🔲
d. [Tool D]	1 🗆	2	3 🔲	4 🗌	5 🔲
e. [Tool E]	1 🗆	2	3 🔲	4 🗌	5 🔲
f. [Tool F]	1 🗆	2	3 🗌	4	5 🔲
g. [Tool G]	1 🗆	2	3 🔲	4 🔲	5 🔲
h. [Tool H]	1 🗆	2	3 🗌	4	5 🔲
<ul> <li>Tangible incentives (e.g., gift cards, tokens used to buy items, other items)</li> </ul>	1 🗆	2	3 🔲	4 🔲	5 🔲
j. Other (please specify)	1 🗆	2	3 🗆	4 🔲	5 🗆

Section C.	<b>Amount of Staff</b>	Supervision and	Monitoring

[If Manager, display Q21-M. If Staff, skip to Q21a-S.]

#### 21-M. On average, how often do you...

#### SELECT ONE RESPONSE PER ROW

	Never	A Few Times Per Year	About Once a Month	2 To 3 Times a Month	Once a Week or More
a. Communicate with case managers about participants' individual situations (e.g., participant progress, strengths, and challenges to participation)?	1 🗆	2	3 🗌	4	5 🗌
b. Communicate with coaches about participants' individual situations (e.g., participant progress, strengths, and challenges to participation)?	1 🗆	2	3 🗌	4 🔲	5
c. Communicate directly with participants about their individual situations (e.g., participant progress, strengths, and challenges to participation)?	1 🗆	2	3 🗌	4	5 🗌
d. Observe case managers conduct sessions with participants?	1 🗆	2	3 🗌	4 🔲	5 🔲
e. Observe coaches conduct sessions with participants?	1 🗆	2	3 🔲	4	5 🔲

[If Q14a = yes, display Q21a-S – Q21b-S. If Q14a = no, skip to Q24.]

### 21a-S. On average, how often do you have contact with participants through each of the following methods?

	Never	A Few Times Per Year	About Once a Month	2 To 3 Times a Month	Once a Week or More
a. In person, one-on-one session	1 🗆	2	3 🔲	4 🔲	5 🔲
b. In person, group session	1 🗆	2	3 🔲	4 🗌	5 🔲
c. Over the phone	1 🗆	2	3 🔲	4 🔲	5 🔲
d. By email or other electronic communication	1 🗆	2	3 🔲	4 🗌	5 🔲
e. Other method (please specify)	1 🗆	2	3 🔲	4 🔲	5 🗌

# 21b-S. On average, how often do <u>you work with your supervisor</u> on an ongoing basis to practice or review coaching techniques through each of the following methods?

SELECT ONE RESPONSE PER ROW

	Never	A Few Times Per Year	About Once a Month	2 To 3 Times a Month	Once a Week or More
a. In person, one-on-one session	1 🗆	2	3 🔲	4 🗌	5 🔲
b. In person, group session	1 🗆	2	3 🔲	4 🗌	5 🗆
c. Over the phone	1 🗆	2	3 🔲	4 🔲	5 🔲
d. By email or other electronic communication	1 🗆	2	3 🔲	4	5 🔲
e. Other method (please specify)	1 🗆	2	3 🔲	4 🔲	5 🗌

[If Q14a = yes, display Q22a-S – Q23a-S. If Q14a = no, skip to Q24.]

### 22-S. On average, how often do you...

	Never	A Few Times Per Year	About Once a Month	2 To 3 Times a Month	Once a Week or More
a. Communicate with program management or supervisors about participants' individual situations (e.g., participant progress, strengths, challenges to participation)?	1 🗆	2	3 🗌	4 🔲	5 🗌
b. Communicate with other staff about participants' individual situations (e.g., participant progress, strengths, and challenges to participation)?	1 🗆	2	3 🗌	4 🔲	5 🗌

23a-S.	Are follow-ups conducted as part of [program name or agency] with participants after they have found
	a job?

1	Yes
1	1 53

[If Q23a-S = yes, continue to Q23b-S. If Q23a-S = no, skip to Q24.]

## 23b-S. On average, how often do you use the following contact methods with participants after they have found a job?

SELECT ONE RESPONSE PER ROW

	Never	A Few Times Per Year	About Once a Month	2 To 3 Times a Month	Once a Week or More
a. In person, one-on-one session	1 🗆	2	3 🔲	4 🔲	5 🗌
b. In person, group session	1 🗆	2	3 🔲	4	5 🔲
c. Over the phone	1 🗆	2	3 🔲	4 🔲	5 🔲
d. By email or other electronic communication	1 🗆	2	3 🔲	4 🗌	5 🗌
e. Other method (please specify)	1 🗆	2	3 🔲	4 🔲	5 🔲

## Section D. Challenges to Employment

[If Manager or Staff display both Q24.]

24. Based on your experience, on average, <u>how frequently do participants experience the challenges</u> listed below?

		OLLLO1 C	TIVE INCOME	JNSE PER F	
	Not At All	Very Little	Some	Quite a Bit	Frequently
a. Limited education	1 🗆	2	3 🔲	4 🔲	5 🗌
b. Limited prior work or volunteer experience	1 🗆	2	з 🔲	4 🔲	5 🗌
c. Limited relevant vocational skills	1 🗆	2	3 🔲	4 🔲	5 🗌
d. Child care or dependent care issues	1 🗆	2	з 🔲	4 🔲	5 🗌
e. Transportation problems	1 🗆	2	3 🔲	4 🔲	5 🗌
f. Low motivation to find employment	1 🗆	2	з 🔲	4 🔲	5 🗌
g. Mental health condition(s)	1 🗆	2	3 🔲	4 🔲	5 🗌
h. Physical health condition(s)	1 🗆	2	3 🔲	4 🔲	5 🗌
i. Limited problem-solving abilities	1 🗆	2	з 🔲	4 🔲	5 🗌
j. Drug and/or alcohol addiction	1 🗆	2	з 🗌	4	5
k. Learning disabilities	1 🗆	2	з 🔲	4 🔲	5 🗌
I. Intimate partner violence issues	1 🗆	2	з 🔲	4 🔲	5 🗌
m. Other domestic issues (e.g., divorce, child custody)	1 🗆	2	3 🔲	4 🔲	5 🔲
n. Homelessness or housing problems	1 🗆	2	з 🔲	4 🔲	5 🗌
o. Criminal history	1 🗆	2	3 🔲	4 🔲	5
p. Legal problems	1 🗆	2	3	4 🔲	5
q. Unable to focus on what's important	1 🗆	2	3 🔲	4 🔲	5
r. Procrastination	1 🗆	2	з 🗌	4	5
s. Unable to follow through to the completion of a goal	1 🗆	2	3 🔲	4 🔲	5 🔲
t. Inability to set goals	1 🗆	2	з 🔲	4 🔲	5 🗌
u. Limited soft skills (e.g., communication skills, social skills, teamwork)	1 🗆	2	3 🔲	4 🔲	5 🔲
v. Limited number of jobs that match the education, skills, and abilities of participants	1 🗆	2	з 🗌	4 🗌	5 🔲
w. Limited number of good jobs (e.g., well-paying, benefits)	1 🗆	2	3 🔲	4 🔲	5 🔲
x. Participant doesn't know where to find jobs	1 🗆	2	з 🔲	4 🔲	5
y. Participant afraid to approach employers	1 🗆	2	з 🔲	4 🔲	5
Other (please specify)	1 🗆	2	3 🗌	4 🔲	5 🗌

### **Section E. Program Participation and Nonparticipation**

#### [If Manager or Staff display Q25.]

25. Using a scale of 1 to 5, where 1 = Strongly Disagree and 5 = Strongly Agree, please indicate how much you <u>agree</u> or <u>disagree</u> with the following statements about staff at [program name or agency]:

		Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree
a.	Staff in this program closely monitor the progress of participants assigned to [program name or agency]	1 🗆	2	з 🔲	4 🗌	5 🗌
b.	Staff in this program learn quickly about participants who did not attend planned activities	1 🗆	2	з 🗆	4	5 🗌
C.	Staff in this program learn quickly about a participant who quit or lost a job	1 🗆	2	3 🔲	4 🔲	5 🗌
d.	Staff in this program explain program expectations and consequences of nonparticipation to participants	1 🔲	2	з 🔲	4 🗌	5 🗌
e.	Staff in this program consistently use tangible incentives (e.g., gift cards, tokens used to buy items, other items) to encourage participants	<sub>1</sub> 🗆	2	з 🗆	4 🔲	5 🔲
f.	Staff in this program use positive reinforcement to encourage participation (e.g., praise, clapping)	1 🗆	2	з 🗆	4	5 🗌
g.	Staff in this program impose sanctions on participants who do not participate or comply with program rules	1 🗆	2	з 🔲	4	5 🗌
h.	Staff in this program are consistent in their use of sanctions (e.g. apply consistent criteria)	1 🗆	2	з 🔲	4	5 🗌
i.	Staff implement sanctions quickly after a participant stops participating in program activities	1 🔲	2	з 🔲	4 🗌	5 🗌
j.	Staff work hard to reengage sanctioned participants in program activities	1 🗆	2	3 🔲	4 🔲	5 🗌

**Section F.** [Program Name or AGENCY] and Organizational Performance

[If Mar	nager or Staff display Q26 - Q31.]
26.	Do you think coaching is an effective approach within [program name or agency]?
	ı □ Yes
	o 🗆 No
27.	On average, how many participants benefit from the coaching approach?
	1 All
	2 Most
	3 L Many
	4 L Some
	o □ None
27b.	In your opinion, what are the characteristics of participants who benefit most from the coaching approach?
	[textbox]
28.	Do you think a directive and prescriptive approach with participants in [program name or agency] is effective?
	ı □ Yes
	o  No
28b.	In your opinion, what are the characteristics of participants who benefit most from a directive and prescriptive approach?
	[textbox]
29.	This first set of questions focuses on your perceptions of the [program name or agency].
	Using a scale of 1 to 5, where 1 = Strongly Disagree and 5 = Strongly Agree, please indicate how much you <u>agree</u> or <u>disagree</u> with the following statements about [program name or agency]:

		SELECT ONE RESPONSE PER ROW				
		Ctuomali	Compulat	Neither	Comowhat	Ctue weeks
		Strongly Disagree	Somewhat Disagree	Agree Nor Disagree	Somewhat Agree	Strongly Agree
pa	aff make an effort to learn about articipants' personal and family auations	1 🗆	2	з 🗆	4 🔲	5 🗌
ра	aff make an effort to learn about articipants' career and employment pals	1 🔲	2	з 🔲	4 🔲	5 🗌
	aff make an effort to learn about articipants' motivation to work	1 🗆	2	3 🔲	4 🔲	5 🔲
	aff provide information about available ipport services	1 🗆	2	3 🔲	4 🔲	5 🗌
	aff assign activities for participants to before sessions	1 🗆	2	3 🔲	4 🔲	5 🗌
f. St	aff help participants set personal goals	1 🗆	2	3 🗌	4	5
ca ite	taff offer tangible incentives (e.g., gift ards, tokens used to buy items, other arms) to increase participant motivation and persistence	<sub>1</sub>	2	3 □	4 🔲	5 🔲
h. St	aff check in with participants between	1 🗆	2	з 🗆	4 🔲	5 🔲

The next questions ask about your opinions about your work place.

30. Using a scale of 1 to 5, where 1 = Strongly Disagree and 5 = Strongly Agree, please rate how strongly you <u>agree</u> or <u>disagree</u> with each of the following statements about [organization name from Q1] and your experiences in your position:

		SELECT ONE RESPONSE PER ROW				
		Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree
a.	Frequent staff turnover is a problem for your organization	1 🗆	2	3 🔲	4 🔲	5 🔲
b.	Staff are able to spend the time needed with participants	1 🗆	2	3 🔲	4 🔲	5 🔲
C.	Staff have the skills they need to do their jobs	1 🗆	2	3 🔲	4 🔲	5 🔲
d.	The [program name or agency] has enough staff to meet current participants' needs	1 🗆	2	з 🔲	4 🔲	5 🔲
e.	[Program name or agency] staff are well-trained	1 🗆	2	3 🔲	4 🔲	5 🔲
f.	A larger support staff is needed to help meet needs in the [program name or agency]	1 🗆	2	з 🔲	4 🔲	5 🗌
g.	Staff training and professional	1 🗆	2	з 🔲	4 🔲	5 🔲

	SELECT ONE RESPONSE PER ROW				
	Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree
development are priorities in the [program name or agency]					
The [program name or agency] holds regular in-service training	1 🗆	2	3 🔲	4 🔲	5 🗌
The budget of the [program name or agency] allows staff to attend professional training	1 🗆	2	з 🔲	4 🔲	5 🗌
Manager skip to Q30q. If Staff display estions Q30j - Q30p]					
The [program name or agency] is managed well	1 🗆	2	3 🔲	4 🔲	5 🗌
The [program name or agency] has supervisors who are capable and qualified	1 🗆	2	3 🔲	4 🔲	5 🔲
When needed, [program name or agency] supervisors devote much time and attention to staff supervision	1 🗆	2	з 🔲	4 🗌	5 🗌
Management decisions for the [program name or agency] are well considered	1 <b>□</b>	2	з 🔲	4 🔲	5 🔲
You have confidence in how decisions in the [program name or agency] are made	1 <u></u>	2	з 🔲	4 🔲	5 🔲
You meet frequently with supervisors about participants' needs and progress	1 🗆	2	3 🔲	4 🔲	5 🗌
Staff concerns are ignored by management when making decisions about the [program name or agency]	1 🗆	2	з 🔲	4 🔲	5 🗌
Some staff members seem confused about the main goals for the [program name or agency]	1 🗆	2	з 🔲	4 🔲	5 🗌
The [program name or agency] operates with clear goals and objectives	1 🗆	2	3 🔲	4 🔲	5 🗆
Your job duties are clearly related to the goals for the [program name or agency]	1 🗆	2	3 🔲	4 🗌	5 🔲
Management for the [program name or agency] has a clear plan for its future	1 □	2	з 🗆	4 🗆	5 🗆
	[program name or agency]  The [program name or agency] holds regular in-service training  The budget of the [program name or agency] allows staff to attend professional training  Manager skip to Q30q. If Staff display estions Q30j - Q30p]  The [program name or agency] is managed well  The [program name or agency] has supervisors who are capable and qualified  When needed, [program name or agency] supervisors devote much time and attention to staff supervision  Management decisions for the [program name or agency] are well considered  You have confidence in how decisions in the [program name or agency] are made  You meet frequently with supervisors about participants' needs and progress  Staff concerns are ignored by management when making decisions about the [program name or agency]  Some staff members seem confused about the main goals for the [program name or agency]  The [program name or agency]  operates with clear goals and objectives  Your job duties are clearly related to the goals for the [program name or agency]  Management for the [program name or agency]	development are priorities in the [program name or agency]  The [program name or agency] holds regular in-service training  The budget of the [program name or agency] allows staff to attend professional training  Manager skip to Q30q. If Staff display estions Q30j - Q30p]  The [program name or agency] is managed well  The [program name or agency] has supervisors who are capable and qualified  When needed, [program name or agency] supervisors devote much time and attention to staff supervision  Management decisions for the [program name or agency] are well considered  You have confidence in how decisions in the [program name or agency] are made  You meet frequently with supervisors about participants' needs and progress  Staff concerns are ignored by management when making decisions about the [program name or agency]  Some staff members seem confused about the main goals for the [program name or agency]  The [program name or agency] operates with clear goals and objectives  Your job duties are clearly related to the goals for the [program name or agency]  Management for the [program name or agency]  Management for the [program name or agency]	development are priorities in the [program name or agency]  The [program name or agency] holds regular in-service training  The budget of the [program name or agency] allows staff to attend professional training  Manager skip to Q30q. If Staff display estions Q30j - Q30p]  The [program name or agency] is managed well  The [program name or agency] has supervisors who are capable and qualified  When needed, [program name or agency] supervisors devote much time and attention to staff supervision  Management decisions for the [program name or agency] are well considered  You have confidence in how decisions in the [program name or agency] are made  You meet frequently with supervisors about participants' needs and progress  Staff concerns are ignored by management when making decisions about the [program name or agency]  Some staff members seem confused about the main goals for the [program name or agency]  The [program name or agency] operates with clear goals and objectives  Your job duties are clearly related to the goals for the [program name or agency]  Management for the [program name or agency]  Management for the [program name or agency]	development are priorities in the [program name or agency]  The [program name or agency] holds regular in-service training  The budget of the [program name or agency] allows staff to attend professional training  Manager skip to Q30q. If Staff display estions Q30j - Q30p]  The [program name or agency] is managed well  The [program name or agency] has supervisors who are capable and qualified  When needed, [program name or agency] are agency] supervisors devote much time and attention to staff supervision  Management decisions for the [program name or agency] are made  You have confidence in how decisions in the [program name or agency] are made  You meet frequently with supervisors about participants' needs and progress  Staff concerns are ignored by management when making decisions about the [program name or agency]  Some staff members seem confused about the main goals for the [program name or agency]  The [program name or agency]  Operates with clear goals and objectives  Your job duties are clearly related to the goals for the [program name or agency]  Management for the [program name or agency]  Management for the [program name or agency]	development are priorities in the [program name or agency] holds regular in-service training The budget of the [program name or agency] allows staff to attend professional training Manager skip to Q30q. If Staff display estions Q30j · Q30p.] The [program name or agency] has supervisors who are capable and qualified When needed, [program name or agency] supervisors devote much time and attention to staff supervision Management decisions for the [program name or agency] are made  You have confidence in how decisions in the [program name or agency] are made  You meet frequently with supervisors about participants' needs and progress Staff concerns are ignored by management when making decisions about the [program name or agency]  The [program name or agency]  The [program name or agency]  The program name or agency

31. Using a scale of 1 to 5, where 1 = Strongly Disagree and 5 = Strongly Agree, please rate how strongly you <u>agree</u> or <u>disagree</u> with each of the following statements about [organization name from Q1] and your experiences in your position:

SELECT ONE RESPONSE PER ROW

		SELECT ONE RESPONSE PER ROW				
		Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree
a.	The [program name or agency] encourages and supports professional growth for the staff	1 □	2	з 🔲	4 🗌	5 🗌
b.	Keeping your knowledge and skills up- to-date is a priority for you	1 🔲	2	3 🔲	4 🔲	5 🗌
C.	You do a good job of regularly updating and improving your skills	1 🔲	2	3 🔲	4 🔲	5 🗌
d.	You regularly seek to learn new techniques or updates in the field	1 🔲	2	3 🗌	4 🔲	5 🗌
e.	You are satisfied with your present job	1 🗆	2	3 🔲	4 🔲	5 🔲
f.	You feel appreciated for the job you do	<sub>1</sub> 🔲	2	3 🔲	4 🔲	5 🔲
g.	You give high value to the work you do	<sub>1</sub> $\square$	2	3 🔲	4 🔲	5 🔲
h.	You are proud to tell others where you work	1 🗆	2	3 🔲	4 🔲	5 🗌
i.	You like the people you work with	1 🗆	2	3 🔲	4 🔲	5 🗌
j.	You would like to find a job somewhere else	1 🗆	2	3 🗆	4 🔲	5 🗌
k.	The heavy staff workload reduces the effectiveness of the [program name or agency]	1 🔲	2	з 🔲	4 🔲	5 🔲
I.	You are under too many pressures to do your job effectively	1 🔲	2	3 🔲	4 🔲	5 🗌
m.	Staff members at the [program name or agency] often show signs of high stress and strain	1 🔲	2	3 🔲	4	5 🗌
n.	Staff frustration is common where you work	1 🔲	2	3 🔲	4 🔲	5 🗌
0.	Staff performance measures do not align with the coaching approach	1 🔲	2	3 🔲	4 🔲	5 🗌

Thank you for your time in filling out this questionnaire.