**Instrument 8 –Non-Grantee Use of nFORM’s Program Operations Survey**

SIRF will implement an intervention in one site that is not a federal Responsible Fatherhood grantee. Therefore, we are requesting burden to cover collection of responses to the Program Operations Survey entered into the nFORM, a performance measures data collection system designed for Responsible Fatherhood grantees, by staff in a non-grantee site. This Program Operations Survey is part of the full nFORM information collection request package - Healthy Marriage and Responsible Fatherhood Performance Measures and Additional Data Collection (ICR Ref #[202102-0970-014](https://www.reginfo.gov/public/do/PRAViewICR?ref_nbr=202102-0970-014)).

A. Mass Marketing, Outreach, and Recruitment

A1. Which of the following types of advertising did you purchase, earn, have donated, or conduct in the current reporting period?

**SELECT ALL THAT APPLY**

 1 □ Newspaper ads or publicity

 2 □ TV spots

 3 □ Billboards, including those on public transportation or at bus stops (that is, bench ads)

 4 □ Radio ads or announcements

 5 □ Internet ads

 6 □ Social marketing (such as Facebook or Twitter)

 7 □ Flyers

 8 □ Presentations to external organizations

 9 □ Word-of-mouth campaign/outreach by program graduates

10 □ Other

A2. Which recruitment methods did you use in the current reporting period?

**SELECT ALL THAT APPLY**

 1 □ Phone, mail, or email

 2 □ Social media (such as Facebook, blogs, or Instagram)

 3 □ Street outreach (recruiting people in person in their neighborhoods or places they frequent)

 4 □ Referrals from inside your organization

 5 □ Referrals from external organizations

 6 □ On-site recruitment at external agencies or events

 7 □ Other

A3. Which agencies and organizations provided referrals in the current reporting period?

**SELECT ALL THAT APPLY**

 1 □ Hospitals, maternity clinics, or doctors’ offices

 2 □ Schools

 3 □ Places of worship or faith-based community centers

 4 □ Child support agencies (voluntary enrollment)

 5 □ Child support agencies (court ordered to enroll in a program like this)

 6 □ Employment assistance centers or one-stops

 7 □ Temporary Assistance for Needy Families (TANF) offices

 8 □ Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) agencies

 9 □ Head Start

10 □ Healthy Start

11 □ Child protective services (voluntary enrollment)

12 □ Child protective services (court ordered to enroll in a program like this)

13 □ Other child welfare agencies (voluntary enrollment)

14 □ Other child welfare agencies (court ordered to enroll in a program like this)

15 □ Probation and parole

16 □ Correctional facilities

17 □ External organizations

18 □ Self-referrals

19 □ Other

A4. In the current reporting period, did you conduct on-site recruitment for [PROGRAM] in any of the following?

**SELECT ALL THAT APPLY**

 1 □ Hospitals, maternity clinics, or doctors’ offices

 2 □ Schools

 3 □ Places of worship or faith-based community centers

 4 □ Child support agencies (voluntary enrollment)

 5 □ Child support agencies (court ordered to enroll in a program like this)

 6 □ Employment assistance centers or one-stops

 7 □ Temporary Assistance for Needy Families (TANF) offices

 8 □ Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) agencies

 9 □ Head Start

10 □ Healthy Start

11 □ Child welfare agencies/child protective services (voluntary enrollment)

12 □ Child welfare agencies/child protective services (court ordered to enroll in a program like this)

13 □ Probation and parole

14 □ Correctional facilities

15 □ External organizations

16 □ Self-referrals

17 □ Other

A5. On average, how many full-time and part-time staff worked for your Healthy Marriage or Responsible Fatherhood grant program (exclusive of their other responsibilities at your organization) on the first day of the current reporting period? (NOTE: please include all staff who are funded in whole or in part by this grant, including primary and partner sites; 35 or more hours per week = full-time; fewer than 35 hours per week = part-time.)

| | | | number of staff funded full-time by grant

| | | | number of staff funded part-time by grant

A6. How many full-time and part-time staff ended their employment for your grant program during the current reporting period? (NOTE: please include staff who are funded in whole or in part by this grant, including primary and partner sites; 35 or more hours per week = full-time; fewer than 35 hours per week = part-time.)

| | | | number of staff funded full-time by grant who left

| | | | number of staff funded part-time by grant who left

A7. How many full-time and part-time people began working for your grant program during the current reporting period? (NOTE: please include staff who are funded in whole or in part by this grant, including primary and partner sites; 35 or more hours per week = full-time; fewer than 35 hours per week = part-time)

| | | | number of staff funded full-time by grant who started

| | | | number of staff funded part-time by grant who started

A8. How many full-time equivalents (FTEs) were dedicated to recruitment in the current reporting period, where each FTE equals 35 or more hours per week in staff time dedicated to recruitment?

**SELECT ONE ONLY**

 1 🔾 < 1 FTE

 2 🔾 1 to 1.9 FTEs

 3 🔾 2 to 2.9 FTEs

 4 🔾 3 to 3.9 FTEs

 5 🔾 4 to 4.9 FTEs

 6 🔾 5 or more FTEs

B. Staff Characteristics

B1a. What proportion of your facilitators have received, as their highest degree…

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | None | Less than half | Half | More than half | All |
| a. A high school diploma or less?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| b. An associate’s degree?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| c. A bachelor’s degree?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| d. A master’s or doctorate degree?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |

B1b. What proportion of your case management staff have received, as their highest degree…

 na 🔾 Do not have case management staff

[SOFT CHECK: IF CASE MANAGER DEGREE = NA; DISABLE OTHER OPTIONS.]

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | None | Less than half | Half | More than half | All |
| a. A high school diploma or less?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| b. An associate’s degree?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| c. A bachelor’s degree?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| d. A master’s or doctorate degree?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |

B1c. What proportion of your employment specialists have received, as their highest degree…

 na 🔾 Do not have employment specialists

[SOFT CHECK: IF EMPLOYMENT SPECIALIST DEGREE = NA; DISABLE OTHER OPTIONS.]

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | None | Less than half | Half | More than half | All |
| a. A high school diploma or less?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| b. An associate’s degree?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| c. A bachelor’s degree?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| d. A master’s or doctorate degree?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |

B1d. What proportion of your managerial/supervisory staff have received, as their highest degree…

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | None | Less than half | Half | More than half | All |
| a. A high school diploma or less?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| b. An associate’s degree?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| c. A bachelor’s degree?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| d. A master’s or doctorate degree?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |

B1e. What proportion of your other staff have received, as their highest degree…

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | None | Less than half | Half | More than half | All |
| a. A high school diploma or less?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| b. An associate’s degree?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| c. A bachelor’s degree?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| d. A master’s or doctorate degree?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |

B2a. What proportion of your facilitators have…

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | None | Less than half | Half | More than half | All |
| a. Less than 2 years in this role?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| b. At least 2 years but less than 5 years in this role?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| c. At least 5 years but less than 10 years in this role?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| d. 10 or more years in this role?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |

B2b. What proportion of your case management staff have…

 na 🔾 Do not have case management staff

[SOFT CHECK: IF CASE MANAGER YEARS = NA; DISABLE OTHER OPTIONS.]

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | None | Less than half | Half | More than half | All |
| a. Less than 2 years in this role?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| b. At least 2 years but less than 5 years in this role?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| c. At least 5 years but less than 10 years in this role?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| d. 10 or more years in this role?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |

B2c. What proportion of your employment specialists have…

 na 🔾 Do not have employment specialists

[SOFT CHECK: IF EMPLOYMENT SPECIALIST YEARS = NA; DISABLE OTHER OPTIONS.]

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | None | Less than half | Half | More than half | All |
| a. Less than 2 years in this role?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| b. At least 2 years but less than 5 years in this role?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| c. At least 5 years but less than 10 years in this role?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| d. 10 or more years in this role?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |

B2d. What proportion of your managerial/supervisory staff have…

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | None | Less than half | Half | More than half | All |
| a. Less than 2 years in this role?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| b. At least 2 years but less than 5 years in this role?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| c. At least 5 years but less than 10 years in this role?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| d. 10 or more years in this role?  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |

B3a. What proportion of your facilitators are…

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | None | Less than half | Half | More than half | All |
| a. Male  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| b. Female  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| c. Other gender  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |

B3b. What proportion of your case managers are…

 na 🔾 Do not have case management staff

[SOFT CHECK: IF CASE MANAGER GENDER = NA; DISABLE OTHER OPTIONS.]

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | None | Less than half | Half | More than half | All |
| a. Male  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| b. Female  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| c. Other gender  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |

B3c. What proportion of your employment specialists are…

 na 🔾 Do not have employment specialists

[SOFT CHECK: IF EMPLOYEMENT SPECIALIST GENDER = NA; DISABLE OTHER OPTIONS.]

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | None | Less than half | Half | More than half | All |
| a. Male  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| b. Female  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| c. Other gender  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |

B3d. What proportion of your managerial/supervisory staff are…

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | None | Less than half | Half | More than half | All |
| a. Male  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| b. Female  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| c. Other gender  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |

B4a. What proportion of your facilitators are…

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | None | Less than half | Half | More than half | All |
| a. Hispanic or Latino  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| b. Not Hispanic or Latino  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |

B4b. What proportion of your case managers are…

 na 🔾 Do not have case management staff

[SOFT CHECK: IF CASE MANAGER ETHNICITY = NA; DISABLE OTHER OPTIONS.]

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | None | Less than half | Half | More than half | All |
| a. Hispanic or Latino  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| b. Not Hispanic or Latino  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |

B4c. What proportion of your employment specialists are…

 na 🔾 Do not have employment specialists

[SOFT CHECK: IF EMPLOYMENT SPECIALIST ETHNICITY = NA; DISABLE OTHER OPTIONS.]

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | None | Less than half | Half | More than half | All |
| a. Hispanic or Latino  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| b. Not Hispanic or Latino  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |

B4d. What proportion of your managerial/supervisory staff are…

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | None | Fewer than half | Half | More than half | All |
| a. Hispanic or Latino  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| b. Not Hispanic or Latino  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |

B5a. What proportion of your facilitators are…

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | None | Less than half | Half | More than half | All |
| a. American Indian or Alaska Native  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| b. Asian  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| c. Black or African American  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| d. Native Hawaiian or other Pacific Islander  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| e. White  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| f. Other race  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| g. More than one race  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |

B5b. What proportion of your case managers are…

 na 🔾 Do not have case management staff

[SOFT CHECK: IF CASE MANAGER RACE = NA; DISABLE OTHER OPTIONS.]

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | None | Less than half | Half | More than half | All |
| a. American Indian or Alaska Native  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| b. Asian  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| c. Black or African American  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| d. Native Hawaiian or other Pacific Islander  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| e. White  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| f. Other race  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| g. More than one race  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |

B5c. What proportion of your employment specialists are…

 na 🔾 Do not have employment specialists

[SOFT CHECK: IF EMPLOYMENT SPECIALIST RACE = NA; DISABLE OTHER OPTIONS.]

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | None | Less than half | Half | More than half | All |
| a. American Indian or Alaska Native  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| b. Asian  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| c. Black or African American  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| d. Native Hawaiian or other Pacific Islander  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| e. White  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| f. Other race  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| g. More than one race  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |

B5d. What proportion of your managerial/supervisory staff are…

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | None | Less than half | Half | More than half | All |
| a. American Indian or Alaska Native  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| b. Asian  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| c. Black or African American  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| d. Native Hawaiian or other Pacific Islander  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| e. White  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| f. Other race  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |
| g. More than one race  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 |

C. Quality Assurance and Monitoring

C1. In the current reporting period, did the following staff receive their initial training on the program curriculum(a)?

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | Yes | No | Do not have this position on staff |
| a. Facilitators  | 1 🔾 | 0 🔾 | na 🔾 |
| b. Case managers  | 1 🔾 | 0 🔾 | na 🔾 |
| c. Employment specialists  | 1 🔾 | 0 🔾 | na 🔾 |
| d. Supervisors  | 1 🔾 | 0 🔾 | na 🔾 |
| e. Program managers  | 1 🔾 | 0 🔾 | na 🔾 |
| f. Other program staff *(please specify)*  | 1 🔾 | 0 🔾 | na 🔾 |
|   |  |  |  |

C2. In the current reporting period, did the following staff receive follow-up or refresher training on the program curriculum(a)?

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | Yes | No | Do not have this position on staff |
| a. Facilitators  | 1 🔾 | 0 🔾 | na 🔾 |
| b. Case managers  | 1 🔾 | 0 🔾 | na 🔾 |
| c. Employment specialists  | 1 🔾 | 0 🔾 | na 🔾 |
| d. Supervisors  | 1 🔾 | 0 🔾 | na 🔾 |
| e. Program managers  | 1 🔾 | 0 🔾 | na 🔾 |
| f. Other program staff *(please specify)*  | 1 🔾 | 0 🔾 | na 🔾 |
|   |  |  |  |

C3. In the current reporting period, did the following staff receive training other than on the program curriculum(a)?

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | Yes | No | Do not have this position on staff |
| a. Facilitators  | 1 🔾 | 0 🔾 | na 🔾 |
| b. Case managers  | 1 🔾 | 0 🔾 | na 🔾 |
| c. Employment specialists  | 1 🔾 | 0 🔾 | na 🔾 |
| d. Supervisors  | 1 🔾 | 0 🔾 | na 🔾 |
| e. Program managers  | 1 🔾 | 0 🔾 | na 🔾 |
| f. Other program staff *(please specify)*  | 1 🔾 | 0 🔾 | na 🔾 |
|   |  |  |  |

C4. For the two types of facilitators shown below, were they observed by a supervisor or another experienced facilitator in the current reporting period?

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | Yes | No |
| a. Facilitators hired in the reporting period  | 1 🔾 | 0 🔾 |
| b. Experienced facilitators  | 1 🔾 | 0 🔾 |

C5. In the current reporting period, on average, how often did the following staff meet with their supervisors one-on-one?

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | At least weekly | Biweekly | Monthly | Once | Not in reporting period | Do not have this position on staff |
| a. Facilitators  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 | na 🔾 |
| b. Case managers  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 | na 🔾 |
| c. Employment specialists  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 | na 🔾 |
| d. Supervisors  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 | na 🔾 |
| e. Program managers  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 | na 🔾 |
| f. Other program staff *(please specify)*  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 | na 🔾 |
|   |  |  |  |  |  |  |

C6. In the current reporting period, how often were staff meetings held (such as discussions about continuous quality improvement and team-building meetings) that included the following staff?

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | At least weekly | Biweekly | Monthly | Once | Not in reporting period | Do not have this position on staff |
| a. Facilitators  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 | na 🔾 |
| b. Case managers  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 | na 🔾 |
| c. Employment specialists  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 | na 🔾 |
| d. Supervisors  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 | na 🔾 |
| e. Program managers  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 | na 🔾 |
| f. Other program staff *(please specify)*  | 1 🔾 | 2 🔾 | 3 🔾 | 4 🔾 | 5 🔾 | na 🔾 |
|   |  |  |  |  |  |  |

D. Implementation Challenges

D1. Please indicate how much of a problem each of the following has been in the current reporting period.

|  |  |
| --- | --- |
|  | SELECT ONE RESPONSE PER ROW |
|  | Not a problem | Somewhat of a problem | A serious problem |
| a. Obtaining referrals from external organizations  | 1 🔾 | 2 🔾 | 3 🔾 |
| b. Recruiting participants  | 1 🔾 | 2 🔾 | 3 🔾 |
| c. Enrolling the intended target population  | 1 🔾 | 2 🔾 | 3 🔾 |
| d. Getting enrollees to start participating in services  | 1 🔾 | 2 🔾 | 3 🔾 |
| e. Getting enrollees to attend regularly  | 1 🔾 | 2 🔾 | 3 🔾 |
| f. Keeping participants engaged during sessions  | 1 🔾 | 2 🔾 | 3 🔾 |
| g. Getting enrollees to complete the program  | 1 🔾 | 2 🔾 | 3 🔾 |
| h. Recruiting qualified staff  | 1 🔾 | 2 🔾 | 3 🔾 |
| i. Maintaining staff performance  | 1 🔾 | 2 🔾 | 3 🔾 |
| j. Ensuring facilitators understand content  | 1 🔾 | 2 🔾 | 3 🔾 |
| k. Covering all program content in the time allotted  | 1 🔾 | 2 🔾 | 3 🔾 |
| l. Implementing curriculum with fidelity  | 1 🔾 | 2 🔾 | 3 🔾 |
| m. Having adequate program facilities  | 1 🔾 | 2 🔾 | 3 🔾 |
| n. Cooperation of recruitment and referral sources  | 1 🔾 | 2 🔾 | 3 🔾 |
| o. Working with service delivery partners  | 1 🔾 | 2 🔾 | 3 🔾 |
| p. Experiencing extreme weather or natural disasters  | 1 🔾 | 2 🔾 | 3 🔾 |
| q. Getting participants to complete pre-test or post-test  | 1 🔾 | 2 🔾 | 3 🔾 |
| r. Retaining staff  | 1 🔾 | 2 🔾 | 3 🔾 |
| s. Filling open staff positions  | 1 🔾 | 2 🔾 | 3 🔾 |
| t. Providing comprehensive case management services  | 1 🔾 | 2 🔾 | 3 🔾 |
| u. Providing grant-funded participation supports  | 1 🔾 | 2 🔾 | 3 🔾 |
| v. Entering and reporting data  | 1 🔾 | 2 🔾 | 3 🔾 |

Thank you for completing this survey!