

# Appendix C: Instrument 3 – General wellbeing

## Introduction

Thank you for engaging with Project SPARK (Supporting Partnerships to Advance Research and Knowledge) to help your agency adapt to disruptions brought on by the COVID-19 pandemic. The goal of Project SPARK generally is to equip state and local TANF programs with tools and skills to be better users and producers of evidence. We are conducting a series of short surveys designed to: (1) get your feedback about the usefulness of technical assistance you have received through Project SPARK around program operations during COVID-19, and (2) learn about how your agency has adapted to address challenges for both staff and customers during this public health crisis. This is the third of seven planned surveys. Each survey begins with the same four background questions, followed by a unique set of themed questions. The average response time for this collection of information is 10 minutes.

Providing information is voluntary, and all individual responses collected will be kept private and confidential to the extent permitted by law. Responses will help us improve the technical assistance we provide to programs—both the type of information we provide and the way we provide it—so please be candid. Should you have any questions about this survey or about Project SPARK generally, please contact Michelle Derr, Project SPARK director, at 202-484-4830 or [mderr@mathematica-mpr.com](mailto:mderr@mathematica-mpr.com) with any questions.

Paperwork Reduction Act Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 0970-0531 and it expires 5/31/2021.

The following four questions ask for background information about yourself.

1. In what state or territory are you located?
2. How would you describe your organization? (select one)
  - a. Government agency (for example, human services, workforce, vocational rehabilitation)
  - b. Educational institution (for example, adult basic education, vocational education, community college)
  - c. Quasi-governmental (for example, workforce investment board)
  - d. Nonprofit provider
  - e. For-profit provider or employer
  - f. Other (please specify)
3. What is your position within your organization? (select one)
  - a. Program manager
  - b. Supervisor/lead worker
  - c. Program analyst/data specialist
  - d. Direct services staff

e. Other (please specify)

4. How would you describe the community in which your organization operates? (check all that apply)

- a. Urban
- b. Suburban
- c. Rural

[NEXT PAGE]

The remaining questions relate to the topic of general wellbeing.

5. Rate your response to the following questions.

In the last month, how often have you...

	Never	Almost Never	Sometime s	Fairly Often	Very often
Felt that you were unable to control the important things in your life?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Felt confident about your ability to handle your personal problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Felt that things were going your way?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Felt difficulties were piling up so high that you could not overcome them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. What are your two top concerns right now (select up to two)

- a. The safety of myself and my family
- b. Safety of others not in my family (such as colleagues and customers)
- c. Managing my work and family responsibilities
- d. Managing or adapting to budget cuts or potential budget cuts
- e. Fearing a potential layoff
- f. Effectively serving customers remotely
- g. Helping people find jobs during the economic downturn
- h. None of these
- i. Other (please specify)

7. What is one thing you have learned about yourself during the COVID-19 crisis? [OPEN ENDED RESPONSE]

8. What is one thing you have learned about your work during the COVID-19 crisis? [OPEN ENDED RESPONSE]