

## **Appendix B3. Intervention Assessment Materials**

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Motivation-driven assessment

CONNECTICUT COMMUNITY COLLEGES  
SNAP EMPLOYMENT AND TRAINING

MY NAME  ID #  DATE   
COACH/  
COORDINATOR NAME  COLLEGE NAME

Stepping Stones to College Success

Take some time to reflect on the following topic areas related to your college success. Where would you say you are currently at each of these areas? Which area jumps out at you as the most important for setting a goal today?

		NEED HELP	ROOM FOR IMPROVEMENT	MAKING PROGRESS	CONFIDENT & GOOD TO GO	
BASIC NEEDS	<b>Childcare</b> ▶ I have no childcare plan for when I am in class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have reliable childcare and a reliable backup plan.
	<b>Transportation</b> ▶ I have no transportation to class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have reliable transportation to class and a backup plan.
	<b>Food Insecurity</b> ▶ I need support to have enough food.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I don't need support to have enough food.
	<b>Housing</b> ▶ I don't have stable housing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have stable housing.
	<b>Money management</b> ▶ I often struggle to manage my money.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I know how to manage my money.
HEALTH AND WELLNESS	<b>Personal well-being</b> ▶ My personal well-being needs my attention.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I'm doing well and fully able to attend classes.
	<b>Family well-being</b> ▶ My family challenges get in the way of my progress.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	My family is doing well and supports me.
	<b>Social support</b> ▶ I have no social support, or my network is not supportive of me attending school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have consistent and effective social support.
SCHOOL READINESS	<b>Academic readiness</b> ▶ I don't feel ready to start my class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I feel ready to start my class.
	<b>Access to technology</b> ▶ I don't have access to a computer or the internet.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have access to the technology I need for class.
	<b>Computer skills</b> ▶ I don't feel comfortable or know how to use a computer for my class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I feel comfortable and have the skills to confidently use a computer for class.
	<b>Time management</b> ▶ I don't know how to manage my time to complete my classwork.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have the time management skills I need to complete my classwork.
CAREER PLANNING	<b>Deciding on a career</b> ▶ I'm not sure what career I want.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I know what career I want.
	<b>Resume and cover letter</b> ▶ I don't have a resume or cover letter.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have an updated resume and cover letter.
	<b>Interview skills</b> ▶ I don't have the confidence or skills to interview for a job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I feel confident and am ready to interview for a job.
	<b>Education and training</b> ▶ I don't have the education or training I need to get the job I want.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have completed the education or training needed to get the job I want.
	<b>Credentials</b> ▶ I don't have the professional certificates or credentials I need to get the job I want.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have the professional certificates or credentials I need to get the job I want.

Public Burden Statement

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N/A

Planning for Career Success

			Need help	Ready to explore	Making progress	Confident and good to go	
Deciding on a career	Career Awareness	I don't know what career I want.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I know what career I want.
	Career Opportunities	I don't know where to go to find "good jobs" that interest me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I know where to find "good jobs" that interest me.
	Career Decision	I don't know which careers are in demand in our region.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I know which careers are in demand in our region.
	Wages and salary	I don't know what I need to earn to meet my current expenses. I don't know what I should expect to be paid in my career.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I know what I need to earn to meet my current expenses. I know what I am likely to be paid in my career.
Preparing for a career	Credentials	The career I want may require a license, diploma, or certificate but I don't know. I am not sure how to pick a high-quality school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have a license, diploma, or certificate for the job I want. I know how to pick a high-quality school.
	High school diploma/GED	I don't have a high school diploma or GED.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have a high school diploma or GED.
Getting the job	Job search	I don't have a resume, cover letter, or experience applying to jobs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have a resume, cover letter, and experience applying to jobs.
	Job interviewing	Interviewing for a job makes me uncomfortable and I'm not sure how to get better.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I am comfortable interviewing for a job.
Growing your career	Starting a job	I'm not sure how to succeed or what to expect starting a new job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I feel confident starting a new job.
		I don't have what I need to start work (proper attire, etc.).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have what I need to start work (proper attire, etc.).
		I don't have the skills I need to be successful in my workplace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have the skills I need to be successful in my workplace.
		I don't understand what is expected from me at my new job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I understand what is expected from me at my new job.
Career growth	I don't have a plan for advancing my career.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have a plan for advancing my career.	
Tech	Access to Technology	I don't have access to a computer or internet.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have access to a computer and/or internet.
		I don't feel comfortable or know how to use a computer.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I feel confident using a computer.
Supports	Housing	I don't have housing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have stable and safe housing.
	Childcare	I have no childcare.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have reliable childcare and a backup plan.
	Transportation	I have no transportation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have reliable transportation and a backup plan.
	Personal well-being	My personal well-being or mental health needs attention.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I'm doing well and fully able to work.

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## Massachusetts

OMB Control Number: 0584-XXXX  
Expiration Date: XX/XX/XXXX

### Screener

Thank you for your interest in learning more about Massachusetts DTA’s free employment and training services! Please answer the following questions so we can learn how to best support you. The questions should take less than 5 minutes to answer. Questions marked with an asterisk (\*) are required.

- \*Client application ID or a unique study ID number [Open response]
- \*Are you interested in services to help you find a good-paying job? These services could be training or education, career planning, or help looking for jobs. [Yes, No]  
[If “No,” participant does not pass the screener and is sent to the end with guidance on next steps]
- \*When would you like to talk to someone about these kinds of services? [Immediately, Within the next month, Within the next 3 months, 6-12 months from now, Not sure, I’m not interested in career services]  
[If “Within the next 3 months,” “6-12 months from now,” or “Not sure,” participant does not pass the screener and is sent to the end with guidance on next steps]
- What services are you most interested in exploring? Select all that apply. [Support services, such as housing, transportation, child care, or health care; Deciding on a career; Preparing for a career with credentials, education, or experience; Getting the job through job searching and interviewing; Growing your career; Technology needs, such as computer and internet access]
- What best describes your work experience for the last 6 months? [Employed full-time, Employed part-time, At-home childcare or caregiving, Full-time job seeking, Student, Unemployed, Not working due to disability]
- \*What is the best phone number to reach you to talk about these services? [Open response]
- \*What is the best email to reach you to talk about these services? [Open response]
- When is the best time to call you? [Morning, Afternoon]
- What language would you like to be contacted in, if different than English? [Open response]

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**Assessment: Stepping Stones to Success**

1. Please take some time to think about the following things that can affect your career success. This tool is for your use and will help guide the conversation when you talk with DTA so we can learn how to best support you. Where would you say you currently are in each of these areas?

			Need help	Ready to explore	Making progress	Confident and good to go	
<b>Support</b>	<b>Basic needs</b>	I don't have a stable place to live, transportation, and child care [if a parent or guardian].	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have a stable place to live, transportation, and child care [if a parent or guardian].
	<b>Health</b>	My health and well-being keep me from looking for and having a job or going to school or training.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	My health and well-being do not keep me from working or going to school or training.
<b>Deciding on a career</b>	<b>Career awareness</b>	I don't know which career I want.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I know what career I want, or I already have the career I want.
		I don't know which jobs are in demand where I live.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I know the jobs that are in demand where I live.
	<b>Wages and salary</b>	I don't know how much money I need to make to pay my bills, or what I should expect to be paid in my career.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I know how much money I have to make to pay my bills, and I know how much my career will pay.
<b>Preparing for a career</b>	<b>Credentials</b>	The career I want requires or might require a license or certificate, but I don't have one.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have a license or certificate for the career I want; or the career I want doesn't require special credentials.
	<b>Education</b>	I need more education and training to get the career I want.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have the education and training I need to get the career I want.
	<b>Experience</b>	I need more work experience to get the career I want.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have the work experience I need to get the career I want.
<b>Getting the job</b>	<b>Job search</b>	I don't have a resume, cover letter, or experience applying to jobs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have a resume, cover letter, and experience applying to jobs.
	<b>Interviewing</b>	I'm uncomfortable in job interviews, and I'm not sure how to get better at them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I am comfortable interviewing for a job.
<b>Growing your career</b>	<b>Starting a job</b>	I don't know what to expect when I start a new job or how to succeed at it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I feel confident starting a new job.
		I don't have the clothes or supplies I need to work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have what I need to start work.
		I don't have the "soft" skills (like balancing my work and family responsibilities, managing my time, or communicating in the work place) that I need to succeed in my career.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have the soft skills I need to succeed in my career.
	<b>Career growth</b>	I don't have a plan for getting ahead in my career.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have a plan for getting ahead in my job.
<b>Technology</b>	<b>Access to computer and internet</b>	I don't have access to a computer or the internet, and/or I don't know how to use them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I have access to a computer and the internet, and I know how to use them.

# RHODE ISLAND DEPARTMENT OF HUMAN SERVICES

## New SNAP E&T Assessment Form

Date \_\_\_\_\_

### Background information

Case Name \_\_\_\_\_ Participant's Name \_\_\_\_\_  
 D.O.B. \_\_\_\_\_ Individual ID# \_\_\_\_\_ (RIBridges)  
 SSN (last 4 digits) \_\_\_\_\_ Address/City/Town \_\_\_\_\_  
 Gender \_\_\_\_\_ Preferred Pronouns \_\_\_\_\_  
 Cell Number \_\_\_\_\_ Email address \_\_\_\_\_  
 Primary Spoken Language \_\_\_\_\_ Primary Written Language \_\_\_\_\_

Are you receiving TANF/RI Works?  Yes  No

Are you employed?  Yes, 30 or more hours per week  Yes, less than 30 hours per week  No

**I am agreeing to voluntarily participate in the SNAP E&T program: (if yes complete rest of form)**

Yes  No

\*\*\*\*\*

FOR RI DHS ONLY:

Case#: \_\_\_\_\_ Agency Representative \_\_\_\_\_

SNAP Office: \_\_\_\_\_ Preferred Program \_\_\_\_\_

Mandatory Work Registrant  Voluntary Work Registrant  ABAWD

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### Career interests

Are you interested in starting a job right now?  Yes  No

What type of job are you looking for? \_\_\_\_\_

Would you like some training in a career field before finding a job?  Yes  No

Do any of the following careers sound exciting to you?

- |   |  |
|---|--|
| <input type="checkbox"/> Culinary arts                              | <input type="checkbox"/> Customer service and management |
| <input type="checkbox"/> Construction or building trades            | <input type="checkbox"/> Commercial driving or trucking  |
| <input type="checkbox"/> Certified nursing assisting or health care | <input type="checkbox"/> Pharmaceutical technician       |
| <input type="checkbox"/> Dental assisting                           | <input type="checkbox"/> Assisting in a lab              |

If none, specify other: \_\_\_\_\_

### Career readiness

If "No," What was the highest grade completed? \_\_\_\_\_

Do you think you would have any trouble passing a criminal background check?  Yes  No

Have you been incarcerated?  Yes  No

How many hours per week could you spend in training or a new job? \_\_\_\_\_

**For those interested in starting a job now:** I'm going to read a few statements to you about your readiness to work, and I would like you to think about if the statement is true and you are confident about doing it on your own, or if you could use some assistance to help you get ready. For each, you can tell me if you could use a lot of help, a little help, or no help at all.

			Need help:		Notes	
			A lot	A little		No help needed
Deciding on a career	Job search skills	I know where to find "good jobs" that interest me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Knowledge of available work	I know which careers are in demand in my region.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Credentials	I have a license, diploma, or certificate needed for the job I want.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Getting the job	Applying for jobs	I have a resume, cover letter, and experience applying to jobs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Job interviewing	I am comfortable interviewing for a job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Starting the job	Confidence	I feel confident starting a new job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Supplies	I have what I need to start work (proper attire, etc.).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	



Rhode Island Assessment Materials

I'm going to read a few statements to you about your skills or items you may need for your career, and I would like you to think about if the statement is true or not. For each, you can tell me if you disagree with the statement or if you disagree.

			No	Yes	N/A	Notes
Prepare for a job or education	<b>Drivers' license</b>	I have a valid drivers' license and a clean driving record.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<b>Drug test</b>	I could consistently pass a drug test.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<b>Physical health</b>	I am physically able to stand for a long time and bend to lift heavy boxes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<b>Language skills</b>	I speak, write, and read English fluently.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Technology	<b>Access/ Use of Technology</b>	I have reliable access to a computer and/or internet.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		I know how to and frequently use a computer.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Supports	<b>Housing</b>	I have stable and safe housing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<b>Childcare</b>	I have reliable childcare and a backup plan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<b>Transportation</b>	I have reliable transportation and a backup plan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<b>Personal well-being</b>	I'm mentally and emotionally doing well and fully able to work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
I feel safe in my home and with the people around me.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		