

## **Appendix C. Data Collection Summary Table**

**This page has been left blank for double-sided copying.**

**Appendix C. Table A2.b.1. Data collection overview**

Instrument	What information will be collected	From whom information will be collected	Mode of collection	Length	Frequency	How information will be used
SNAP administrative data request (Appendix D1)	Contact information (name, address, telephone number, email address); demographic information (age, gender, and education); and household information (number of people in SNAP unit, number of children in SNAP unit, and household income) for SNAP participants targeted by each site's intervention	8 State SNAP administrators across 8 sites	Secure File Transfer Protocol (FTP)	8 hours	Once	Depending on the sites' intervention, contact information will be used to send individuals electronic messages for recruitment, outreach, and engagement. Contact information will also be used to invite potential respondents to participate in data collection activities, including participant surveys (in four sites), participant in-depth interviews (in four sites), and participant focus groups (in eight sites). Demographic and household information will be used to analyze differences in outcomes by participant characteristics.
SNAP E&T administrative data request (Appendix D2)	Outcome information such as contacts with case managers and E&T providers, enrollment in E&T, completion of assessments, receipt of referrals, and engagement in activities	State SNAP administrators, E&T administrators, local service providers and partner organizations in 8 sites	Secure FTP or entry into shared data system	8 hours	Once	SNAP E&T administrative data will inform the impact evaluation by providing information about outcomes related to the effectiveness of the interventions.
Participant survey (Appendix E1 – E4)	Self-reported receipt of SNAP E&T recruitment and outreach materials and understanding of the next steps required to contact E&T staff and enroll  Self-reported receipt of assessments and referral	3,200 SNAP participants across 4 sites (960 in Massachusetts, 960 in Rhode Island, 640 in Colorado, and 640 in Connecticut)	Web survey with phone follow up for individuals who choose or prefer not	15 minutes	Once	Participant survey data will inform the impact evaluation for four sites by providing information about outcomes that cannot be obtained in the SNAP E&T administrative data.  These data will also describe participants' experiences in the interventions implemented in four sites, providing context for impact analysis findings.

Instrument	What information will be collected	From whom information will be collected	Mode of collection	Length	Frequency	How information will be used
	<p>services and understanding of these processes described by E&amp;T staff</p> <p>Barriers to engaging with services and seeking employment</p> <p>Satisfaction with program and service offerings</p>		to complete via web			
Participant focus group discussion guide (Appendix F1)	<p>Information about participants' experiences in intervention</p> <p>Reasons for participation in E&amp;T activities</p> <p>Detailed information about barriers to engaging in E&amp;T services and activities</p>	160 SNAP participants across 8 sites (2 focus groups of 8-10 participants per focus group per site)	In-person focus group	90 minutes	Once	Participant focus group data will provide context for quantitative findings to understand participation decisions, satisfaction with services offered or received, and barriers to participation in activities.
Participant in-depth interview guide (Appendix G1)	Detailed information about participants' lives, their goals related to finding meaningful employment, and their experiences in the intervention, including their interactions with E&T staff	60 SNAP participants across 4 sites (15 each in Massachusetts, Rhode Island, Colorado, and Connecticut)	In-person interview	90 minutes	Once	Participant in-depth interview data will inform the impact and implementation evaluations by providing detailed, contextual information for quantitative findings and describing participants' experiences, goals, barriers, and relationships with site staff, training providers, and employers across four sites. These data will also provide a deeper understanding of participants' perceptions of how the intervention helped them progress toward their goals.
Staff semi-structured interview	Information about intervention services, operations, and costs	120 State and 120 local SNAP	In-person interview	60 minutes	Once	Staff semi-structured interview data will inform the implementation evaluation by describing intervention services and workflow, assessing fidelity of the

Instrument	What information will be collected	From whom information will be collected	Mode of collection	Length	Frequency	How information will be used
guide (Appendix H1)		administrators across 8 sites				implementation and costs of the implementation, and determining how to replicate and sustain changes.
Staff questionnaire (Appendix I1)	Information about staff's characteristics and experiences; time savings or cost of the interventions; staff's understanding of, opinions about, and satisfaction with the changes; effect of the changes on their job; challenges they face in providing services; and what program aspects they consider critical for success	160 frontline intervention staff across 8 sites	Web survey	15 minutes	Once	Staff questionnaire data will inform the implementation evaluation by describing staff skills, experience, understanding, and perceptions of the intervention; assessing implementation consistency across staff; and determining how to replicate services.