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APPENDIX E

STATE TAA COORDINATOR QUESTIONNAIRE



**OMB Control Number: 1290-0043**

**Expiration Date: TBD**

**CEO FORM Number: TBD**

**Formative Study of Trade Adjustment Assistance  
(TAA) Navigators: State TAA Coordinator  
Questionnaire**

## INTRODUCTION

The Chief Evaluation Office (CEO) at the U.S. Department of Labor is conducting a study about workforce Navigator programs. CEO has contracted with Mathematica and Social Policy Research Associates to conduct the study. As part of this work, we are trying to understand more about Navigators in the TAA program. We are asking all TAA coordinators to complete a brief questionnaire about whether the state has considered having navigators in the TAA program, and for states with navigators, the role these navigators play.

The goal of the questionnaire is to better understand the composition of TAA Navigators across the country. This includes the number of Navigators, where they work within the TAA program, and their role and activities.

Individual responses to this questionnaire will not be attributed to specific individuals. Responses to this data collection will be used only for research purposes. The reports prepared from the information provided as a part of this questionnaire will be summarized across respondents as well as reported by state. While there are no direct benefits to participants, your participation will help us learn about TAA Navigators. There are no known risks associated with your participation.

The questionnaire should take about 15 minutes to complete. If there are questions you are unable to answer, please feel free to draw on the expertise and knowledge of others within your office.

If you have any questions or concerns as you complete this questionnaire, please contact Alicia Harrington at Mathematica at (609) 945-3350 or [aharrington@mathematica-mpr.com](mailto:aharrington@mathematica-mpr.com).

*Public reporting burden for this questionnaire is estimated to average 15 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the questionnaire. This collection of information is voluntary. You are not required to respond to this collection of information unless it displays a valid OMB control number. Please send comments regarding the burden estimate or any other aspect of this collection of information to the Chief Evaluation Office, U.S. Department of Labor, 200 Constitution Ave NW, Room S-4307, Washington, DC 20210 and reference OMB control number 1290 – 0043. NOTE: Please do not send your completed questionnaire to this address.*

### **Programmer Notes**

UNIVERSAL SOFT CHECK IF NO RESPONSE: Please provide an answer to this question and continue or click the “Next” button to move to the next question.

UNIVERSAL SOFT CHECK IF NO TEXT IS ENTERED INTO OTHER SPECIFY BOX OF “OTHER” IS SELECTED: Please provide an answer in the “Other (Specify)” box, or click the “Next” button to move to the next question.

UNIVERSAL HARD CHECK: Your response to this question is very important. Please select a response.

## Log in screen

**Welcome to the Formative Study of Trade Adjustment Assistance (TAA) Navigators State TAA Coordinator questionnaire. Please refer to the instructions you received to find your login ID and password. To begin the questionnaire, enter your login ID and password in the fields below, and then click "Log In." If you do not have your login ID and password, please call the study team at XXX-XXX-XXXX, or e-mail us at XXXXXXXXXX.**

**Login ID:**

**Password:**

Log In (Button)

### Number and Location of Navigators

ALL

**1. Does your state currently have any TAA Navigator positions?**

*Navigators are typically state staff who carry out a variety of activities that may include investigating potential TAA petition-filing opportunities, conducting TAA-related employer and worker outreach, coordinating with American Job Center partners, and assisting TAA participants. Staff performing in this role may also be known as Petition Coordinators.*

*When we say "state" here throughout the survey, we are referring to states, the District of Columbia, and the Commonwealth of Puerto Rico.*

m Yes.....1  
m No.....0 GO TO Q13

HARD CHECK: IF =NO RESPONSE; Your response to this question is very important. Please select a response.

IF Q1 = 1

**2. How many TAA Navigators does your state currently have?**

TAA Navigators  
(STRING (NUM))  
NO RESPONSE.....M

IF Q1 = 1

**3. Where do these TAA Navigators typically work?**

*Select all that apply*

- In American Job Centers.....1
  - In local workforce development areas, but not in American Job Centers.....2
  - In the TAA central office.....3
  - They work remotely, no specified location in the state.....4
  - Somewhere else (SPECIFY).....99
- Specify  (STRING (NUM))

m Don't know.....DK

NO RESPONSE.....M

IF Q1 = 1

**4. When did your state implement TAA Navigator positions?**

If you are not sure, your best guess is fine.

PROGRAMMER: INSERT DROP DOWN FIELD

SELECT YEAR FROM DROP DOWN LIST

- 2023..... 1
- 2022..... 2
- 2021..... 3
- 2020..... 4
- 2019..... 5
- 2018..... 6
- Before 2018..... 7
- Don't know..... DK
- NO RESPONSE..... M

IF Q1 = 1

**5. In the next year, does your state have plans to change the number of TAA Navigator positions?**

- m Yes, to increase the number ..... 1
- m Yes, to decrease the number ..... 2
- m No change planned..... 3 GO TO Q6
- m Don't know..... DK
- NO RESPONSE..... M

IF Q1 = 1 AND Q5 = 1, 2, M, OR DK

**6. Why are you planning to change the number of TAA Navigator positions?**

Select all that apply

- o Reauthorization of TAA legislation ..... 1
- o Expected funding changes ..... 2
- o Planned changes to TAA staffing structure..... 3
- o Something else (SPECIFY)..... 99
- Specify  (STRING (NUM))
- o Don't know..... DK
- NO RESPONSE..... M



### Navigator Roles and Activities

IF Q1 = 1

**7. Do your state’s TAA Navigators work directly with employers?**

- m Yes..... 1
- m No..... 2 GO TO Q8
- NO RESPONSE..... M

IF Q1 = 1 AND Q7=1 OR M

**7a. In what ways do they work with employers?**

*Select all that apply*

- Conduct outreach regarding petition-filing ..... 1
  - Conduct outreach to educate them about the TAA program..... 2
  - File or assist with filing TAA petitions ..... 3
  - Assist with worker notifications ..... 4
  - Develop work-based learning (On-the-Job Training, etc.) opportunities..... 5
  - Something else (SPECIFY)..... 99
- Specify  (STRING (NUM))
- Don't Know..... DK
  - NO RESPONSE..... M

IF Q1 = 1

**8. Do your state’s TAA Navigators work directly with potentially eligible TAA workers or TAA participants?**

- m Yes..... 1
- m No..... 2 GO TO Q8b
- NO RESPONSE..... M

IF Q1 = 1 AND Q8=1 OR M

**8a. In what ways do they work with potentially eligible TAA workers or TAA participants?**

*Select all that apply*

- Conduct outreach to potentially eligible TAA workers.....1
  - Determine eligibility for potentially eligible TAA workers.....2
  - Provide case management for TAA participants .....3
  - Help TAA participants with work-based learning, such as on-the-job-training (OJT).....4
  - Assist TAA participants with job search and placement.....5
  - Something else (SPECIFY).....99
- Specify  (STRING (NUM))
- Don't know.....DK
  - NO RESPONSE..... M

PROGRAMMER: SKIP TO Q9

IF Q1 = 1 AND Q8=2

**8b. Does your state plan to have your Navigators work directly with potentially eligible TAA workers or participants?**

- m Yes..... 1
- m No..... 2
- NO RESPONSE..... M

IF Q1 = 1

**9. Do your state’s TAA Navigators work with partner staff?**

- m Yes..... 1
- m No..... 2 GO TO Q11
- NO RESPONSE..... M

IF Q1 = 1 AND Q9=1 OR M

**9a. From which programs do they work with partner staff?**

*Select all that apply*

- Rapid Response..... 1
  - WIOA Dislocated Worker program..... 2
  - Wagner-Peyser Employment Service..... 3
  - Training providers (such as community colleges)..... 4
  - Others (SPECIFY)..... 99
- Specify  (STRING (NUM))
- Don't know..... DK
  - NO RESPONSE..... M

IF Q1 = 1 AND Q9 = 1 OR M

**10. In what ways do your state’s TAA Navigators work with partner staff?**

*Select all that apply*

- Provide training on the TAA program..... 1
- Answer questions about the TAA program ..... 2
- Work together on employer outreach (such as by attending American Job Center business services team meetings)..... 3
- Assist with co-enrolling TAA participants..... 4
- Help with Rapid Response outreach and activities..... 5
- Assist with American Job Center intake (such as by staffing the welcome desk, etc.)..... 6
- Help partners complete required TAA paperwork..... 7
- Connect TAA participants with partner staff..... 8
- Don't know..... DK
- NO RESPONSE..... M

IF Q1 = 1

**11. Do your TAA Navigators play any of the following roles in your TAA program?**

*Select all that apply*

- Investigate potential opportunities for filing TAA petitions ..... 1
- Assist TAA case managers, such as by helping them reach non-responsive participants or partners.....2
- Supervise, train, or monitor other TAA staff members.....3
- Monitor TAA program data (such as performance results) and follow-up to ensure data is accurate and complete.....4
- Suggest system improvements.....5
- Do not have any of these roles.....6 GO TO Q12
- Don't know.....DK GO TO Q12
- NO RESPONSE.....M

IF Q1 = 1 AND Q11 = 1,2,3,4,5, OR M

**11a. Are there any other roles TAA Navigators play in your program that have not been mentioned?**

- m Yes..... 1
- Specify  (STRING (NUM))
- m No..... 2
- NO RESPONSE.....M

IF Q1 = 1

**12. What was your state’s primary goal for creating TAA Navigator positions in your TAA program?**

- m Increase the number of approved petitions.....1
- m Increase the take-up rate of potentially eligible workers .....2
- m Improve collaboration with AJC partners.....3
- m Increase the number of work-based learning opportunities (e.g., on-the-job training) for TAA participants.....4
- m Improve TAA participant performance results.....5
- m Expend more TAA funds.....6
- m Don't know.....DK
- NO RESPONSE.....M

PROGRAMMER: GO TO END

IF Q1 = 0

**13. Has your state ever had any TAA Navigator positions?**

If you are not sure, your best guess is fine.

- m Yes.....1
- m No.....0 GO TO Q18
- m Don't know.....DK GO TO Q18
- NO RESPONSE.....M

IF Q1 = 0 AND Q13=1 OR M

**14. What was the largest number of TAA Navigator positions your state had?**

Your best guess is fine.

TAA Navigator Positions

(STRING (NUM))

- m Don't know DK
- NO RESPONSE.....M

IF Q1 = 0 AND Q13=1 OR M

**15. When did your state stop having TAA Navigator positions?**

If you are not sure, your best guess is fine.

PROGRAMMER: INSERT DROP DOWN FIELD

SELECT YEAR FROM DROP DOWN LIST

- 2023..... 1
- 2022..... 2
- 2021..... 3
- 2020..... 4
- 2019..... 5
- 2018..... 6
- Before 2018..... 7
- Don't know..... DK

NO RESPONSE..... M

IF Q1 = 0 AND Q13=1 OR M

**16. What were the primary roles of your state’s TAA Navigators?**

*Select all that apply*

- Conduct outreach to potentially eligible workers.....1
- Conduct outreach to employers .....2
- Collaborate with partner staff.....3
- Investigate potential opportunities for filing TAA petitions or otherwise assist with filing petitions.....4
- Provide case management for TAA participants .....5
- Assist TAA participants with work-based learning opportunities, such as on-the-job-training (OJT), or job search.....6
- Help TAA case managers, such as by assisting them with reaching non-responsive participants or partners.....7
- Supervise, train, or monitor TAA staff .....8
- Monitor TAA program data (such as performance results) and follow-up to ensure data is accurate and complete.....9
- Suggest system improvements.....10
- Don't know.....DK
- NO RESPONSE.....M



IF Q1 = 0 AND Q13=1 OR M

**17. Why did your state eliminate its TAA Navigator positions?**

*Select all that apply*

- Covid 19 pandemic.....1
  - Implementation of Reversion 2021.....2
  - Expiration of TAA authorizing legislation .....3
  - Change in TAA agency leadership.....4
  - Decrease in approved petitions.....5
  - Decline in TAA participants.....6
  - Adoption of a different approach to TAA program staffing.....7
  - m Something else (SPECIFY).....99
- Specify  (STRING (NUM))
- Don't know.....DK
  - NO RESPONSE.....M

IF Q1 = 0

**18. Do you think your state will consider creating TAA Navigator positions in the future?**

- m Yes.....1
- m No.....2 GO TO Q20
- m Don't know.....DK GO TO Q20
- NO RESPONSE.....M

IF Q1 = 0 AND Q18 = 1 OR M

**19. What is the primary thing that would need to happen for your state to create TAA Navigator positions?**

- m Reauthorization of TAA legislation.....1
- m Increase in number of TAA participants.....2
- m Additional TAA funding for your state.....3
- m Support from your state’s TAA agency leadership.....4
- m Something else (SPECIFY).....99
- Specify  (STRING (NUM))
- m Don't know.....DK
- NO RESPONSE.....M

IF Q1 = 0 AND Q18=2, DK, OR M

**20. Why is your state not interested in creating TAA Navigator positions?**

*Select all that apply*

- Expiration of TAA authorizing legislation .....1
- Not enough funding.....2
- Adopted a different approach to TAA program staffing.....3
- Too few TAA participants.....4
- Too few approved petitions.....5
- Agency leadership has other priorities.....6
- Don't have enough information about Navigators to know if they would be useful .....7
- Something else (SPECIFY).....99
- Specify  (STRING (NUM))
- Don't know.....DK
- NO RESPONSE.....M

**END.**

**This concludes the questionnaire. Thank you very much for participating.**