Appendix F

Discussion guide for non-participating states

discussion GUIDE FOR NON-PARTICIPATING STATES

In this appendix, we provide a checklist of topics we will cover during semi-structured conference calls with states without TAA Navigators.

Prior to the discussions, Mathematica will present the following language to each respondent: Public reporting burden for this data collection instrument, is estimated to average 60 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 discussion. 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.

1. **Respondent background**
2. Name, title, and organization/affiliation
3. Role in the TAA program and other organization roles
4. Length of involvement with the organization and with TAA
5. Basic structure of TAA program in state
6. Where other TAA staff are located
7. Roles/activities of other TAA staff
8. Recent changes in the structure of the state’s TAA program or staffing approach
9. **TAA Navigator models**
10. Awareness/understanding of TAA Navigator models
11. How developed this knowledge
12. State consideration of Navigators
13. Objectives
14. Potential roles
15. Prior experience with Navigators
16. If previously had navigators, describe numbers, roles, locations
17. When were navigators implemented/discontinued
18. Barriers or challenges to adoption or maintaining navigators
19. Lack of leadership support
20. Reversion/sunsetting
21. Other
22. Alternative staffing structures to navigators
23. Why are these structures considered better than navigators
24. Potential for implementing Navigators after reauthorization