

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

- a. Name, title, and organization/affiliation
- b. Role in the TAA program and other organization roles
- c. Length of involvement with the organization and with TAA
- d. Basic structure of TAA program in state
 1. Where other TAA staff are located
 2. Roles/activities of other TAA staff
 3. Recent changes in the structure of the state's TAA program or staffing approach

2. TAA Navigator models

- a. Awareness/understanding of TAA Navigator models
 1. How developed this knowledge
- b. State consideration of Navigators
 1. Objectives
 2. Potential roles
- c. Prior experience with Navigators
 1. If previously had navigators, describe numbers, roles, locations
 2. When were navigators implemented/discontinued
- d. Barriers or challenges to adoption or maintaining navigators
 1. Lack of leadership support
 2. Reversion/sunsetting
 3. Other
- e. Alternative staffing structures to navigators
 1. Why are these structures considered better than navigators
- f. Potential for implementing Navigators after reauthorization