



**U.S. Department of Labor**  
Employment and Training  
Administration  
Office of Job Corps

ETA FORM #  
OMB Control No. 1205-  
0246  
Expiration Date:  
XX/XX/XXXX

## Appendix B - Continued Engagement (CE) Survey Preloads

All preloads from the Q2/Q4 survey apply to the CE survey, with the addition of one new preload:

**CE\_TYPE:** Continued Engagement sample type

0	Control (no CE survey)
1	CE survey

### New Number Path

**NOTE: "nn" POPULATES WITH 01-15 BASED ON THE NEXT AVAILABLE OPENING IN THE PHONE NUMBER QUEUE**

#### NEWPHONE.

INTERVIEWER: ENTER NEW PHONE NUMBER (FORMAT 9999999999)

ENTER PHONE NUMBER

#### TZ\_nn

WHAT TIME ZONE DOES THE OWNER OF THIS PHONE LIVE IN?

INTERVIEWER: IF PERSON ON THE PHONE DOESN'T KNOW THE TIME ZONE FOR PHONE, ASK IN WHAT STATE DOES THE OWNER OF THIS PHONE LIVE IN? AND SELECT THE BEST OPTION.

0.	UNKNOWN
1.	MIDWAY ISLAND, SAMOA
2.	HAWAII
3.	ALASKA
4.	PACIFIC TIME (PST)
07.	MOUNTAIN TIME (MT)
08.	ARIZONA
12.	CENTRAL TIME (CST)
13.	EASTERN TIME (EST)
19.	ATLANTIC/PUERTO RICO

#### RELATIONnn.

INTERVIEWER: SELECT THE RELATIONSHIP OF OWNER OF NEW NUMBER

INTERVIEWER: IF YOU ARE SPEAKING WITH THE RESPONDENT, CHOOSE RESPONDENT AND CLICK NEXT.

0.	RESPONDENT
1.	MOTHER
2.	FATHER
3.	AUNT
4.	UNCLE
5.	GRANDMOTHER
6.	GRANDFATHER



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7.	SISTER
8.	BROTHER
9.	GUARDIAN
10.	COUSIN
11.	STEPMOTHER
12.	STEPFATHER
13.	WIFE
14.	FRIEND
15.	CUSTODIAN
16.	HUSBAND
17.	SON
18.	DAUGHTER
19.	NEPHEW
20.	NIECE
21.	CHILD'S MOTHER
22.	OTHER
23.	CHILD'S FATHER
24.	FRIEND
25.	FOSTER PARENT
99.	UNKNOWN

**LANGnn.**

INTERVIEWER: SELECT LANGUAGE FOR NEW NUMBER

EN. ENGLISH

ES. SPANISH

**FNAMEnn.**

What is the first and last name of the owner of the new telephone number?

FIRST NAME:

LAST NAME:

**PHTYPEnn.**

Is this a home, work or cell number?

- |    |         |
|----|---------|
| 1. | Home    |
| 2. | Work    |
| 3. | Cell    |
| 5. | Other   |
| 6. | Unknown |

**PHTYPEnn.**

Is this a home, work or cell number?

**ADD1nn.**

INTERVIEWER: CLICK "NEXT" TO SKIP THIS QUESTION

SUPERVISORS: ENTER INFORMATION IF AVAILABLE



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ADDRESS LINE 1:	
ADDRESS LINE 2:	
ADDRESS LINE 3:	
CITY:	
STATE:	
ZIP:	

**TZONE.**

INTERVIEWER: PLEASE CLICK NEXT. DO NOT MAKE ANY CHANGES TO TIME ZONE ON THIS SCREEN.

**NOTE: INSTRUMENT WILL AUTO-POPULATE THIS FIELD WITH TIME ZONE OF NEXT NUMBER TO BE CALLED. NO CHANGES SHOULD BE MADE TO THIS SCREEN.**

0.	Unknown
1.	Midway Island, Samoa
2.	Hawaii
3.	Alaska
4.	Pacific Time (PST)
07.	Mountain Time (MT)
08.	Arizona
12.	Central Time (CST)
13.	Eastern Time (EST)
19.	Atlantic/Puerto Rico

**SRCETYPEXX.**

What is the source of this information?

**NOTE: INSTRUMENT WILL AUTO-POPULATE THIS FIELD WITH TIME ZONE OF NEXT NUMBER TO BE CALLED. NO CHANGES SHOULD BE MADE TO THIS SCREEN.**

1.	RESPONDENT
2.	ALTERNATE CONTACT
3.	TRACING ( <b>GO TO SRCETYPEXX_TRC</b> )
4.	TRACKING EMAIL
5.	JCDC
6.	OTHER

**SRCETYPEXX\_TRC. (SELECT ALL THAT APPLY)**

1.	LEXISNEXIS
2.	CLEAR
3.	NOTIFIER 365

**TEL99.**

INTERVIEWER: PLEASE CLICK NEXT. DO NOT MAKE ANY CHANGES TO PHONE NUMBER ON THIS SCREEN.

**NOTE. INSTRUMENT WILL POPULATE WITH THE NEW PHONE NUMBER BEING ADDED. NO CHANGES SHOULD BE MADE TO THIS SCREEN.**



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**NN\_CB.**

Is there a specific date or time when the new number should be called?

INTERVIEWER INSTRUCTIONS: IF A SPECIFIC TIME/DATE WERE NOT PROVIDED, SELECT "NO"

1.	Yes
2.	No <b>[GO TO CNOTES]</b>

**CB**

**INTERVIEWER:** ENTER DATE AND TIME

**INTERVIEWER:** IF TIMES DO NOT APPEAR WHEN CALLBACK DATE IS CHOSEN, LET THE RESPONDENT KNOW THAT WE ARE CLOSED ON THAT DAY AND SELECT A DIFFERENT DATE

**DISPLAY CALENDAR TO ALLOW INTERVIEWER TO CHOOSE DATE & TIME FOR HARD APPOINTMENT**

**Module Intro**

**RESALT\_FLGnn =1, RESPONDENT NUMBER**

**RESALT\_FLGnn =2, ALTERNATE CONTACT NUMBER**

**INT10.** Is this an incoming or outgoing call?

1.	Incoming <b>(GOTO CI_INTRO)</b>
2.	Outgoing <b>(IF RESALT_FLGnn =1, GOTO INT00; IF RESALT_FLGnn =2, GOTO INT50)</b>
3.	Not dialed – need to exit case <b>(CODE AS 09 NOT DIALED AND GOTO CNOTES)</b>

**INT00.**

**NUMBER TO DIAL: XXX-XXX-XXXX**

**YOU ARE CALLING RESPONDENT: <FNAME> <LNAME>**

**WHAT IS THE RESULT OF THIS CALL?**

OK	SOMEONE IS ANSWERING YOUR CALL <b>(GOTO INTRO_RESP)</b>
10	ANSWERING MACHINE - RESPONDENT SCRIPT <b>(GO TO INT01)</b>
AB	ANSWERING MACHINE - ALTERNATE CONTACT SCRIPT <b>(GO TO INT51)</b>
50	NO ANSWER <b>(CODE 50 AND GO TO CNOTES)</b>
48	REGULAR BUSY <b>(CODE 48 AND GOTO CNOTES)</b>
49	FAST BUSY <b>(CODE 49 AND GOTO CNOTES)</b>
55	NUMBER DISCONNECTED, NO LONGER IN SERVICE <b>(CODE 55 AND GO TO CNOTES)</b>



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53	FAX/DATA LINE <b>(CODE 53 AND GO TO CNOTES)</b>
54	NUMBER TEMPORARILY DISCONNECTED <b>(CODE 54 AND GO TO CNOTES)</b>
56	UNABLE TO CONNECT TO NUMBER AT THIS TIME <b>(CODE 56 AND GO TO CNOTES)</b>
52	CALL BLOCKING <b>(CODE 52 AND GO TO CNOTES)</b>

**INT01**

**Message for Respondent – Personal Answering Machine**

This message is for **<FNAME> <NAME\_LAST>**. My Name is **INTERVIEWER NAME**. I am calling from Decision Information Resources on behalf of Job Corps. We are conducting a short, paid survey with former Job Corps students. Please call our survey line at **<TOLLFREENUMB>**.

We are open seven days a week. If you happen to reach our voice mail, please leave a message that you are calling about the Job Corps survey and refer to Case Number **<CASEID>**. Also please clearly state your name and an area code and phone number where we can reach you. Thank you.

11.	ANSWERING MACHINE – RESPONDENT NAME (FIRST/LAST/FULL)
17.	ANSWERING MACHINE – NO MESSAGE LEFT
14.	ANSWERING MACHINE – OTHER
OK.	SOMEONE ANSWERS <b>(GO TO INTRO_RESP)</b>

**ALL WITH EXCEPTION OF RESPONSE OPTION OK GO TO CALL NOTES**

**CI\_INTRO.**

**INTERVIEWER:** PLEASE SELECT RESPONSE AND PRESS "NEXT" TO CONTINUE

1.	CONTINUE WITH RESPONDENT <b>(GOTO SRCE1_R)</b>
2.	CONTINUE WITH ALTERNATE <b>(GOTO SRCE1_A)</b>

**SRCE1\_R.** Are you responding to...

1.	A post card?
2.	An email?
3.	A voicemail message?
4.	A request to call us by someone from your Center?
5.	A request to call us by a friend or family member?
09.	A text message?
06	Other, specify:
07	DON'T KNOW
08	REFUSED



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**SRCE1\_A. Are you responding to...**

01	A post card?
02	A voicemail message?
03	A request by <FNAME> <LNAME>?
07	A text message?
04	Other, specify:
05	DON'T KNOW
06	REFUSED

**INTRO\_RESP**

Hello, my name is **INTERVIEWER NAME** and I am calling from Decision Information Resources on behalf of Job Corps. May I speak to <FNAME> <LNAME>?

1.	RESPONDENT ON THE PHONE – CONTINUE (IF SURVEY PREVIOUSLY STARTED GOTO Q_PARTIAL; ELSE GOTO Q_CONT)
2.	RESPONDENT IS COMING TO THE PHONE (IF SURVEY PREVIOUSLY STARTED GOTO Q_PARTIAL; ELSE GOTO Q_CONT)
3.	RESPONDENT NOT AVAILABLE (GOTO NOTAVAIL1)
4.	REFUSED (GOTO INT03)
5.	WRONG NUMBER – DOES NOT KNOW R (CODE AS 71 AND GOTO CNOTES)
6.	WRONG NUMBER – UNABLE TO VERIFY (CODE AS 70 AND GO TO CNOTES)
7.	RESPONDENT IS IN MILITARY (GOTO INMILITARY)
8.	ALTERNATE CONTACT ON THE LINE (GOTO PRE52)
9.	RESPONDENT BREAKOFF – HANGUP/DISCONNECT (GOTO CNOTES)

**INT03**

WAS THIS A SOFT OR HARD REFUSAL?

60.	SOFT REFUSAL (GOTO CNOTES)
61.	HARD REFUSAL (GOTO CNOTES)

**Q\_CONT**

[IF INTRO\_RESP=2 THEN DISPLAY: Hello, my name is **INTERVIEWER NAME** and I am calling from Decision Information Resources on behalf of Job Corps.]

We are conducting a short survey for Job Corps to learn how former Job Corps participants have been doing since we last reached out. It only takes about 5 minutes on the phone. We would appreciate your help completing the survey and you will be paid <INCENTIVE> for your participation.



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The purpose of the survey is to ensure that we have the most up-to-date contact information for you. We will also ask a few questions about how you prefer to be contacted. Is this a good time for you to do the survey?

**READ IF NECESSARY**

**(Paperwork Reduction Act Public Burden Statement):**

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondents' obligation to complete this form is required to obtain or retain benefits (P.L. 113-128). Public reporting burden is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of Information. Send comments regarding this burden estimate to the U.S. Department of Labor, Division of Adult Services, Room S-4209, Washington, D.C. 20210 or email at [ETA-PRA@dol.gov](mailto:ETA-PRA@dol.gov) (Paperwork Reduction Project 1205-0033). Please do not submit completed forms to this address.

1.	CONTINUE WITH RESPONDENT ( <b>GOTO CENTER</b> )
2.	SET CALLBACK WITH RESPONDENT ( <b>GOTO INT20</b> )
08.	RESPONDENT REFUSED ( <b>GO TO INT03</b> )
09.	NOT TALKING TO RESPONDENT – GO TO INTRO_RESP ( <b>GO TO INTRO_RESP</b> )

**Q\_PARTIAL**

[**IF INTRO\_RESP=2 THEN DISPLAY:** Hello, my name is **INTERVIEWER NAME** and I am calling from Decision Information Resources on behalf of Job Corps.]

We are calling back to complete the survey that we started with you previously. Let's begin where we left off.

1.	CONTINUE WITH RESPONDENT ( <b>GOTO LASTQ</b> )
2.	SET CALLBACK WITH RESPONDENT ( <b>GOTO INT20</b> )
08.	RESPONDENT REFUSED ( <b>GO TO INT03</b> )
09.	NOT TALKING TO RESPONDENT – GO TO INTRO_RESP ( <b>GO TO INTRO_RESP</b> )

**NOTAVAIL1**

I am calling about a paid telephone survey we are conducting on behalf of Job Corps. Is this the best number to reach **<FNAME> <LNAME>?**

1.	YES – SET CALLBACK FOR R AT THIS NUMBER ( <b>GOTO INT20</b> )
2.	NO – R NO LONGER LIVES HERE OR USES THIS NUMBER ( <b>GO TO INT04</b> )
3.	WRONG NUMBER – DOESN'T KNOW R



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**(CODE 71 AND GOTO CNOTES)**

**INT20**

Thanks, what is the best time to call back?

23.	SPOKE TO R – CALL BACK <b>(GO TO CNOTES)</b>
20.	HARD APPOINTMENT <b>(GO TO CB)</b>
21.	SOFT APPOINTMENT <b>(GO TO CB)</b>

**INT04**

Is there a different number where **they** can be reached?

IF PERSON PERIODICALLY HEARS FROM R, SAY: “Could I leave our toll-free number with you so **they** can call us? It is **<TOLLFREENUMB>**.”

57.	YES, NEW NUMBER AVAILABLE FOR R <b>(CODE 57 AND GO TO NEWPHONE)</b>
01.	NO, NO NEW NUMBER AVAILABLE FOR R <b>(GO TO INT05)</b>
71.	WRONG NUMBER FOR R <b>(CODE AS 71 AND GOTO CNOTES)</b>

**INT05**

Is there someone else I could call who might know **their** address or phone number or who might be able to get a message to **them**?

IF PERSON PERIODICALLY HEARS FROM R, SAY: “Could I leave our toll-free number with you so **they** can call us? It is **<TOLLFREENUMB>**.”

57.	YES – ADD NEW ALTERNATE CONTACT <b>(GOTO NEWPHONE)</b>
71.	WRONG NUMBER FOR R <b>(GOTO CNOTES)</b>





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## Web Screens

### HOME PAGE

#### [JOB CORPS LOGO HERE]

The National Office of Job Corps is inviting you to complete a short, paid survey to ensure that we have the most up-to-date contact information for you. We will also ask you a few questions about how you prefer to be contacted.

To begin the survey, enter your Personal Identification Number (PIN) below and click  
**SUBMIT.**

**PIN:**

**[SUBMIT BUTTON]**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB approval control number, which for this form is 1205-0426, and expires on XX/XX/XXXX. The approval is for the collection of information about this survey. Public burden is estimated to be 0.2 hours (12 minutes). Your participation is voluntary.

#### **Paperwork Reduction Act Public Burden Statement:**

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondents' obligation to complete this form is required to obtain or retain benefits (P.L. 113-128). Public reporting burden is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of Information. Send comments regarding this burden estimate to the U.S. Department of Labor, Division of Adult Services, Room S-4209, Washington, D.C. 20210 or email at [ETA-PRA@dol.gov](mailto:ETA-PRA@dol.gov) (Paperwork Reduction Project 1205-0033). Please do not submit completed forms to this address.

### WEB\_INTRO

It only takes about 5 minutes to complete online. You will receive a \$15 gift card as a thank-you for completing the survey. [IF FL\_EARLY=1 or 2 DISPLAY: In addition, if you complete the survey by [EARLY\_END], you will receive an additional \$5 for a total of \$20.]

The purpose of the survey is to ensure that we have the most up-to-date contact information for you. We will also ask you a few questions about how you prefer to be contacted.

If you need to exit the survey, click on the EXIT button rather than hitting the X on your browser. All the responses you previously entered will be saved and you may resume the survey again at any time using the same link and PIN.

Please select NEXT to continue.



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## Module Verification

### Initial Verification (Center/Birth/SSN)

**CENTER.** Before we begin the survey, I want to check our records to be sure the information is correct. What Job Corps Center did you attend?

**INTERVIEWER:** DID THE CENTER MATCH - **<CENTER\_ORIG>**:

1.	YES
2.	NO

#### **BIRTH.**

And when is your birthday (MMDD)?:

#### **DENY.**

**CATI: IF BIRTH<>BIRTH\_ORIG AND CENTER = 1, DENY =1; IF BIRTH=BIRTH\_ORIG AND CENTER = 2, DENY =2; IF BIRTH<>BIRTH\_ORIG AND CENTER = 2, DENY =3**

1.	DOB DOES NOT MATCH
2.	CENTER DOES NOT MATCH
3.	DOB/CENTER DO NOT MATCH

**IF BIRTH=BIRTH\_ORIG, GOTO INFORMCONSNT**

#### **SSN.**

And what are the last four digits of your social security number?:

#### **DENY/CONFIRM:**

**IF SSN=SSN\_ORIG, GOTO INFORMCONSENT**

#### **DENY\_TX.**

I'm sorry, it looks like there is a problem with this record and my supervisor has to review it. What is the best number to call you back?

**INTERVIEWER:** RECORD NUMBER, ENTER NOTES IN CALL RESULT (INCLUDE WHICH VERIFICATION ITEM DID NOT MATCH) AND NOTIFY SUPERVISOR

1.	CONTINUE
----	----------

**PROGRAMMER: CASES WILL BE CODED AS S\_RES=90 AND WILL NOT BE CALLED BACK**



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## Study Info/Informed Consent

### INFORMCONSNT

Before we begin the survey, we must be sure that you clearly understand a few points. Your participation in the survey is completely voluntary. Job Corps has obtained approval to conduct the survey from the federal government's Office of Management and Budget. All information you provide will be held in the strictest confidence and used only to assess how young people are doing since they left Job Corps. Your answers will not be shared with anyone outside of Job Corps in any manner that would enable someone to identify you.

You may refuse to answer any questions that you do not want to answer. However, we hope that you will choose to answer as many questions as you can. This call may be monitored for quality assurance.

May we begin?

1.	YES
2.	NO, NOT A GOOD TIME ( <b>GO TO CB</b> )
99.	REFUSED

## Proposed New Questions

NEW1. How did you find out about this survey? *Check all that apply.*

1.	Email
2.	Postcard
3.	Text
4.	Phone call
5.	(I did not know about the survey)

NEW2. How would you prefer to complete a Job Corps survey?

1.	On a computer/tablet
2.	On a smartphone
3.	Over the phone with an interviewer
4.	Other (specify) [ <b>GO TO NEW2_OTH ON SAME SCREEN</b> ]

NEW2\_OTH

Please specify:

NEW3. Do you have a cell phone?

1.	Yes
2.	No [ <b>SKIP TO CONFIRMTEXT</b> ]

NEW4. Would you answer your cell phone if the caller ID said, "Job Corps Survey"?

1.	Yes
----	-----



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2.	No
3.	Maybe

**NEW5. Do you listen to voicemails or read voicemail transcriptions on your cell phone?**

1.	Usually
2.	Sometimes
3.	Rarely
4.	Never

**NEW6. Would you ever complete a survey using text messages?**

1.	Yes
2.	No
3.	Maybe



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## Confirm Contact Information

**CONFIRMTEXT.** Now I'd like to ask you about your contact information. We want to confirm we have your current mailing address, telephone number, and email address so we can contact you again in about three months.

1. CONTINUE TO ADD\_CONF

### ADD\_CONF

Is this your current address?

**DISPLAY ADDRESS**

Is your current phone number **DISPLAY NUMBER**?

**INTERVIEWER:** READ ADDRESS TO R, SPELLING EACH WORD.

**INTERVIEWER:** IF R REFUSES SAY: We won't be able to send your incentive payment without an address.

1.	YES, ADDRESS AND PHONE CORRECT ( <b>GO TO ADD_EMAIL</b> )
2.	NO, UPDATE ADDRESS OR PHONE ( <b>GO TO R_NEWADD</b> )
3.	NO, NEW ADDRESS ( <b>GO TO R_NEWADD</b> )
98.	DON'T KNOW ( <b>GO TO ADD_EMAIL</b> )
99.	REFUSED ( <b>GO TO ADD_EMAIL</b> )

### R\_NEWADD

What is your current contact information?

**TEXT BOXES WHERE ALL INFORMATION IS ENTERED IN THE FOLLOWING ORDER:**

ADDRESS

UNIT OR APARTMENT NUMBER

CITY

STATE (DROPDOWN)

ZIP

PHONE NUMBER

### ADD\_REVIEW

**INTERVIEWER:** PLEASE CONFIRM WHAT YOU ENTERED IS CORRECT. IF NOT, GO BACK AND UPDATE.

ADDRESS/PHONE ON FILE

**DISPLAY ORIGINAL ADDRESS/PHONE ON FILE**

UPDATED ADDRESS/PHONE

**DISPLAY UPDATED ADDRESS/PHONE**

1.	CORRECT ( <b>GOTO ADD_EMAIL</b> )
2.	ERRORS – GO BACK AND UPDATE ( <b>GO BACK TO R_NEWADD</b> )

### ADD\_EMAIL

What is your email address?



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**READ IF NECESSARY:** We will only use your email address to alert you about the next Job Corps survey, or if we cannot reach you for the next survey by phone.

**READ IF NECESSARY:** We will keep your email address confidential and will not disclose it to third parties.

**INTERVIEWER:** IF R REFUSES OR DOESN'T KNOW, SELECT 'NEXT' TO CONTINUE.

**CONFIRMADD**

Now, I'd like to confirm the contact information for others that we may contact in the future when we cannot reach you.

**INTERVIEWER:** READ THE INFORMATION FOR EACH PERSON AND MAKE UPDATES AS NECESSARY. THE INFORMATION IS IN THE FOLLOWING ORDER:

NAME - RELATIONSHIP - PHONE NUMBER - ADDRESS

IF R WOULD LIKE TO UPDATE OR REMOVE CONTACT INFORMATION FOR A RELATION, SELECT ONE RELATION AT A TIME AND HIT NEXT TO MAKE AN UPDATE OR REMOVE. SELECT "ALL INFORMATION CONFIRMED" TO CONTINUE ONCE ALL UPDATES HAVE BEEN MADE.

**IF A CONTACT IS SELECTED GO TO A\_NEWFNAME AND FILL TEXTBOXES WITH CURRENT INFORMATION FOR CONTACT SELECTED.**

1-X	<CONTACT INFO>
96	ALL INFORMATION CONFIRMED (GO TO ADDALTS01)
98	DON'T KNOW (GO TO ADDALTS01)
99	REFUSED (GO TO ADDALTS01)

**A\_NEWFNAME:** What is their current contact information?

INTERVIEWER: IF R WOULD LIKE TO REMOVE ALTERNATE CONTACT, SELECT "REMOVE ALTERNATE" AT BOTTOM OF GRID

**TEXT BOXES WHERE ALL INFORMATION IS ENTERED IN THE FOLLOWING ORDER:**

FIRST NAME	
LAST NAME	
RELATIONSHIP (DROPDOWN MENU)	
ADDRESS	
UNIT OR APARTMENT NUMBER	
CITY	
STATE (DROPDOWN MENU)	



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ZIP	
Phone Number	
REMOVE ALTERNATE	

**GO TO CONFIRMADD AND UPDATE CONTACT INFO**

**ADDALTS01** Would you like to add anyone else that we may contact in the future if we cannot reach you?

01	YES ( <b>GO TO ACNEWFNAME0</b> )
02	NO
98	DON'T KNOW
99	REFUSED

**ACNEWFNAME01** What is the name, address, and phone number for the contact you want to add?

INTERVIEWER: IF R WOULD LIKE TO REMOVE ALTERNATE CONTACT, SELECT  
"REMOVE ALTERNATE" AT BOTTOM OF GRID

**TEXT BOXES WHERE ALL INFORMATION IS ENTERED IN THE FOLLOWING ORDER:**

FIRST NAME	
LAST NAME	
RELATIONSHIP (DROPDOWN MENU)	
ADDRESS	
UNIT OR APARTMENT NUMBER	
CITY	
STATE (DROPDOWN MENU)	
ZIP	
HOME PHONE	
CELL PHONE	

**ADDALTS02** Is there anyone else you would like to add to your list of contacts?

01	YES ( <b>GO TO ACNEWFNAME02</b> )
02	NO
98	DON'T KNOW
99	REFUSED

**ACNEWFNAME02** What is the name, address, and phone number for the contact you want to add?

**TEXT BOXES WHERE ALL INFORMATION IS ENTERED IN THE FOLLOWING ORDER:**

FIRST NAME	
LAST NAME	
RELATIONSHIP (DROPDOWN MENU)	
ADDRESS	
UNIT OR APARTMENT NUMBER	



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CITY	
STATE (DROPDOWN MENU)	
ZIP	
HOME PHONE	
CELL PHONE	

**PROGRAMMER: R WILL BE ABLE TO ADD UP TO 3 ALTERNATES. REPEAT TWO QUESTIONS ABOVE FOR THIRD ALTERNATE CONTACT IF NEEDED (ADDALTS03 AND ACNEWNAME03).**

**INCNTV\_OPTN1**

Thank you for your time. Job Corps will pay you **[\$15/\$20]** for completing the survey.

You will receive this **[\$15/\$20]** as an electronic gift card that we will email to you within 24 hours.

**EM\_ADDRESS** Do you have an email address where you can receive the electronic gift card?

01	YES
02	NO

**EP\_CHOICE** Okay, we will mail you an electronic gift card.

01	CONTINUE
----	----------

**THANKYOU** Those are all the questions I have. Thank you for your time.

**GO TO RYBBON SCREENS**

**INTERVIEWER:** ENTER CALL DISPOSITION AND CLICK NEXT TO SCHEDULE AN APPOINTMENT OR EXIT SURVEY

**CATI: RECORD END DATE (SECZEDDT) AND TIME (SECZEDTM)**

**CATI: CALCULATE SECTION TIME**

**(GO TO CNOTES)**

## Military Questions

**INMILITARY.** Okay, I want to confirm that he/she is currently in the military. By **MILITARY** we mean a job in the uniformed military services such as the Army, Air Force, Navy, Marines, Coast Guard or National Guard. Is that correct?

1.	YES
2.	NO
8.	DON'T KNOW
98.	REFUSED





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**MILBRANCH.** Do you know what branch of the military <he or she> is in?

1.	ARMY
04.	AIR FORCE
11.	NAVY
09.	MARINES
07.	COAST GUARD
13.	NATIONAL GUARD
98.	DON'T KNOW
99.	REFUSED

**MIL\_FTPT.** Is he/she on full-time active duty or part-time reserves?

1.	Full-time
02.	Part-time
98.	DON'T KNOW
99.	REFUSED

**MIL\_STN.** Is he/she currently stationed in the U.S. or is he/she currently overseas?

1.	Stationed in U.S.A
02.	Overseas
98.	DON'T KNOW
99.	REFUSED

**MIL\_RETURN\_A.** Will they return from military service before <ENDDATE>?

1.	YES
02.	NO
99999998.	DON'T KNOW
99999999.	REFUSED

**MIL\_RETURN\_B.** What date will he/she return?

1.	ENTER DATE
99999998.	DON'T KNOW
99999999.	REFUSED

**MIL\_RLTN.** What is your relationship to <FNAME>?

1.	Parent
2.	Sibling
3.	Spouse / Partner
4.	Grandparent
5.	Other Relative



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6.	Friend
7.	Employer
8.	Job Corps Staff
98.	DON'T KNOW
99.	REFUSED

**MILTHANK1.** Thank you, those are all the questions we have at this time.

1.	Continue <b>(GOTO INT43)</b>
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## Job Corps Touchpoint between Q2 and Q4

Three treatment groups and one control group:

1.	Text Only
2.	Text survey
3.	“Continued Engagement” survey (i.e., modified IE survey)
4.	Control group – no touchpoint

### 1. Treatment group 1 – Text Only (no student action required)

**IF R COMPLETED Q2 SURVEY:**

[FNAME], thank you for completing the Job Corps post-separation survey back in [MONTH OF COMPLETION]. We will be contacting you again in about [X UNITS] for the next survey and will pay you \$50 for your time. Please be on the lookout for an email from [jc\\_postseparation@dir-online.com](mailto:jc_postseparation@dir-online.com) or a text from this number. Txt S to opt out. Msg&Data rates may apply.

**IF R DID NOT COMPLETE Q2 SURVEY:**

[FNAME], Job Corps would love to hear from you about your experience since leaving the Job Corps program. We will contact you in [X UNITS] to complete a survey and you will be paid \$50 for your time. Please be on the lookout for an email from [jc\\_postseparation@dir-online.com](mailto:jc_postseparation@dir-online.com) or a text from this number. Txt S to opt out. Msg&Data rates may apply.

### 2. Treatment group 2 – Text Survey

**IF R COMPLETED Q2 SURVEY:**

[FNAME], thank you for completing the Job Corps post-separation survey back in [MONTH OF COMPLETION]! Job Corps is inviting you to complete a short, paid survey over text today. Txt S to opt out. Msg&Data rates may apply. Enter 1 to continue.

**IF R DID NOT COMPLETE Q2 SURVEY:**

[FNAME], Job Corps is inviting you to complete a short, paid survey over text today. You will receive \$10 for your time. Txt S to opt out. Msg&Data rates may apply. Enter 1 to continue.

EM1. Is [STUDENT’S EMAIL ADDRESS] still your email address? (1 for ‘yes’, 2 for ‘no’)

**IF EM1=02, ASK EM2:**

EM2. What is the best email address to reach you?

NEW2. How would you prefer to complete a Job Corps survey? (1 for ‘on a computer/tablet’, 2 for ‘on a smartphone’, 3 for ‘over the phone with an interviewer’, 4 for ‘other’)

NEW4. Would you answer your cell phone if the caller ID said, “Job Corps Survey”? (1 for ‘yes’, 2 for ‘no’, 3 for ‘maybe’)

NEW5. Do you listen to voicemails or read voicemail transcriptions on your cell phone? (1 for ‘usually’, 2 for ‘sometimes’, 3 for ‘rarely’, 4 for ‘never’)

**OPTION 1 THANK YOU:** We will be contacting you again in about [X UNITS] for the next survey



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and will pay you \$50 for your time. Thank you and have a good day!

**OPTION 2 THANK YOU:** Thank you! We will contact you in [X UNITS] to complete a survey and you will be paid \$50 for your time. Please be on the lookout for an email from [jc\\_postseparation@dir-online.com](mailto:jc_postseparation@dir-online.com) or a text from this number. Have a good day!

### 3. Treatment group 3 – Continued Engagement Web Survey

TEXT INVITATION TO COMPLETE SURVEY (WOULD ALSO INCLUDE EMAIL AND MAILED INVITATIONS PER THE TYPICAL OUTREACH PROTOCOL)

**IF R COMPLETED Q2 SURVEY:**

[FNAME], thank you for completing the Job Corps post-separation survey back in [MONTH OF COMPLETION]. Please go to [Postseparationsurvey.com](https://Postseparationsurvey.com) to complete the next short, paid survey. Txt S to opt out. Msg&Data rates may apply.

**IF R DID NOT COMPLETE Q2 SURVEY:**

[FNAME], Job Corps would love to hear about your experience since leaving the Job Corps program. Please go to [Postseparationsurvey.com](https://Postseparationsurvey.com) to complete a short, paid survey. Txt S to opt out. Msg&Data rates may apply.

### 4. Treatment group 4 – No touchpoint (Control)