

Instrument 6

Knowledge Sharing Visit Data Observation (Learning Exchange) Worksheet

Learning Exchange Background for Project Staff

During each knowledge sharing visit, we will ask up to two Tribal TANF staff who have data-related responsibilities to walk through and demonstrate how they would collect, use, and report data in typical scenarios such as eligibility, intake, assessment, case management, and case closure, as well as reporting to outside entities. Before the site visit, the project team will establish with program leadership which roles and scenarios should be discussed and will prioritize scenarios to discuss. During the visit, 90 minutes will be allotted for this activity. Project team members should use this worksheet to learn about as many data scenarios as possible within 90 minutes, beginning with the highest priority scenarios.

Learning Exchange Introduction and Overview - Script

Thank you for taking the time for a learning exchange with us today about Tribal TANF data. [Share consent form for participant to follow along as introduction and overview are read].

The Next Steps for Tribal TANF Research and Data project aims to hear directly from American Indian and Alaska Native (AIAN) communities about their experiences with Tribal Temporary Assistance for Needy Families (Tribal TANF). The project team is speaking with Tribal TANF knowledge holders to gather information about what is going well, what is challenging, and recommendations for future directions for Tribal TANF research and data.

I work for MEF Associates. The Next Steps for Tribal TANF Research and Data project team includes MEF Associates (MEF), Kauffman and Associates (KAI), and consultants. MEF is a small company that works to improve the lives of children and families through research and program assistance. KAI is an American Indian-owned consulting firm that supports AIAN people and communities. The consultants are Dr. Geni Cowan, Dr. Jose Chavez, and Dr. Heather Sauyaq Jean Gordon, who have experience working directly with Tribal communities and Tribal TANF programs. The project is sponsored by the Administration for Children and Families (ACF).

As part of this project, we are visiting your Tribal TANF program, as well as several other Tribal TANF programs, to learn from your wisdom and understand your perspective about Tribal TANF.

Today, we will be asking you to walk us through and demonstrate what you do in some specific scenarios related to Tribal TANF data collection, use, and reporting. We are not evaluating the correctness or quality of any data activities. We are seeking to learn from your knowledge and experience about how Tribal TANF data is collected, used, and reported.

This learning exchange will take approximately 90 minutes. Your participation is entirely voluntary. The information you share in this learning exchange will be kept private to the extent permitted by law. When we share what we learn publicly, the information you share will be combined with what we hear from others participating in this study. The project team will not include your name or any personal details in any information that we share publicly.

You may skip any questions you prefer not to answer, and you can stop your participation at any time.

We would like to audio-record this learning exchange to make sure we have an accurate record of what we discuss. The recording will be stored on an encrypted, secure server. The project team will only use the recording to check our notes and then the recording will be destroyed. Notes will be stored on an encrypted, secure server, and will be destroyed at the end of the project.

A government agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number for this information collection is XXXX-XXXX and the expiration date is XX/XX/XXXX.

This document includes all of the information we just discussed and includes project contact information in case you have any questions about your rights as a participant in the project.

Do you have any questions about the Next Steps for Tribal TANF Research and Data project or today's learning exchange?

Facilitator Instructions: Allow participants time to review the consent form (Appendix G) after distributing it to them. Then ask:

Are you willing to continue with this learning exchange?

Are you comfortable with this learning exchange being audio recorded for note-taking purposes?

At this point, the respondent can respond "yes" or "no."

If the respondent agrees to be recorded, begin recording.

If the respondent does not consent to being audio recorded, do not record, and instead take digital notes on a study team encrypted laptop.

Once the recording has started, ask again for permission to record so that consent is recorded.

Can you please repeat that we have your permission to record?

At this point, the respondent can again respond "yes."

After participant confirms that they would like to proceed...

Using the worksheets below, ask the staff person to walk you through how they would collect, use, and report data in typical settings such as eligibility, intake, assessment, regular case management meetings, or reporting to an outside entity. Go through the scenarios in the pre-determined order of priority and go through as many scenarios as there is time for in 90 minutes.

As the staff person goes through each scenario, ask them to fully explain what they are doing. As you learn from them, use the worksheets to keep track of what they do. Take note of any questions that come up or challenges the staff person encounters. After they walk through the scenario, ask them any questions that came up for you, or any remaining questions that were not answered.

Learning Exchange – Tribal TANF Data Activities

Date:

Title(s) of staff person(s) involved:

Tribe of staff person(s) involved:

Scenario (what process is being demonstrated):

Start time:

End time:

Description of Data Process

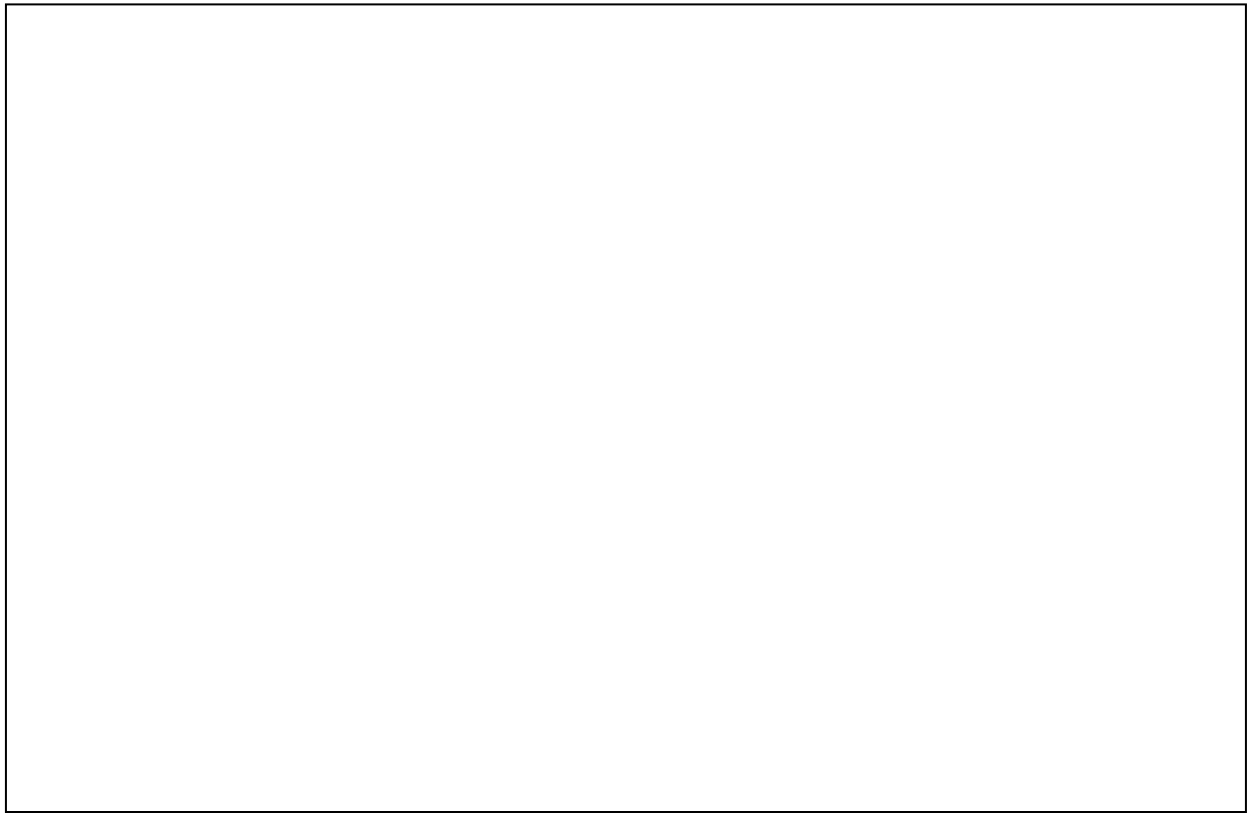
- What type of data is the staff person collecting (e.g. demographic information, services used, participant outcomes, progress, or needs, etc.)?
- What technology or tools did the staff use to initially collect the data?
- What technology or tools did the staff use to store the data? What data systems are they using?
- How long did the data entry process take?
- How easy or burdensome did the data entry process appear? Did staff express any hurdles or points of confusion?
- How is this data protected? Who has access to this data?
- How is this data used?
- How often is this data collected?
- What happens to this data next?

Debrief on Data Process

After the staff person has walked you through the scenario, ask them to reflect on the data process.

Ask the following questions:

- What is the main goal of the process you just demonstrated?
- What is easy about that process?
- What is hard about that process?
- How useful do you think it is to collect this data?
- If you could redesign the process, what would you change?
- What additional support, guidance, training, or technical assistance would be helpful to complete this process?



Closing

- Is there anything else that you would like to share with me today?
- How would you like us to keep you informed about project updates and forthcoming results?

Thank you so much for taking the time to speak with our team today and for sharing your knowledge and experience. Your insights are helping us to better understand the needs and experiences of Tribal TANF programs. We will keep in contact with any project updates that may be of interest to you and as we begin to publish findings. Thank you again!

