

## **Site Selection**

### **APPENDIX A.**

#### **PROTOCOL FOR GRANTEE INFORMATION GATHERING (GIG) CALLS WITH FACE FORWARD AND TRAINING AND SERVICE LEARNING GRANTEES**

##### **Primary Goals**

The primary goals of the GIG calls are to identify (1) whom the youth offender grantee programs serve, (2) how people are referred to and enroll in these programs, (3) what services these programs provide, and (4) the types of information grantee programs collect about service provision and participant outcomes. In addition, we will use the initial GIG calls to make a preliminary assessment of the feasibility for random assignment at the grantee programs.

##### **Preparation**

Before calling a site, review the site's application materials.

##### **Topics for the Call**

- I. Introduction
- II. Overview of Program Design and Service Delivery
  - A. Population(s) served
  - B. Recruitment/Referral
  - C. Intake/Enrollment
  - D. Program Services /Delivery
  - E. Information Collected

## I. INTRODUCTION

My name is \_\_\_\_\_, and I am calling from [Mathematica Policy Research/Social Policy Research] on behalf of the Department of Labor's Employment and Training Administration. DOL has contracted with Mathematica and SPR to help them learn more about [FILL GRANT NAME] grantees. We anticipate that this call will take approximately 90 minutes. Our OMB approval number for this information collection is 1205-0436, and it expires January 31, 2017. Though responding to this questionnaire, part of an evaluation, is required (as a condition for receiving the grant), feel free to let me know if you need to interrupt the call at any point, and we can set up a time to finish our conversation. All answers you give will be kept private to the extent allowed by the law, your name will never be associated with your answers, and no individual results will be calculated or presented.

## II. OVERVIEW OF PROGRAM DESIGN AND SERVICE DELIVERY

According to your grant application, it appears that you serve youth offenders between the ages of [FILL], who are primarily referred through [SOURCES]. Is this still accurate?

### A. Population(s) Served

**A1.** Thinking about the aspects of your program that use [FILL GRANT NAME] funding, please describe the population that your program's services are geared toward?

*Probe:* Has your target population changed at all over time? If so, how?

### B. Participants and Referral/Recruitment Systems

**B1.** Please describe how individuals are typically referred to or recruited into the program and the typical sequence of activities leading up to enrollment in the program.

**B1a.** Do the activities and steps leading up to enrollment typically occur in a single meeting or over the course of several meetings? If several meetings, over what period of time does this usually occur (i.e., a few days, weeks, more time)?

**B2.** What are the eligibility criteria for receiving services through your program?

**B3.** Describe any assessments required before an individual is enrolled.

**B4.** Are any of the participants in your program court-ordered to participate? Please describe how this process works, detailing the entities involved.

### C. Intake/Enrollment of Participants

Thinking about the aspects of your program that use [FILL GRANT NAME] funding. . .

- C1. How many people are typically referred or show up at your program in a given month? Does this vary? If so, how?
- C2. Of those referred/seeking services. . .
  - C2a. What percentage completes the intake?
  - C2b. What percentage begins receiving services of any type?
- C3. What constitutes “enrollment” in your program? In other words, what does it mean to enroll in your program?
  - C3a. What percentage enrolls?
- C4. What does completing the program mean?
  - C4a. Of those who enroll, what percentage completes the program?
- C5. What is your program’s maximum capacity?
- C6. Do you ever have to turn youth away because the program has reached maximum capacity?
  - C6a. If so, do you keep a wait list for youth you could not serve?
- C7. How many people are you typically serving at any one time? How much does this vary over time?
- C8. [IF C7<C5 ASK:] With increased recruitment effort, could you attract greater numbers of potential participants?

**D. Program Services and Partners**

- D1. Please describe the services you provide through [FILL GRANT NAME].
- D2. What is the typical duration of service receipt in your program (i.e., how long do youth typically receive services from your program)?
- D3. How frequently do individuals receive services once enrolled, or does it vary?  
*Probes:* (If varies): please explain. What is the range (for example, 2 to 10 hours per week)?

**D4.** How are the services you offer the same or different from other programs in your area?

**D5.** Do you partner with other agencies and entities to meet the needs of your program participants? Please describe those working relationships.

**E. Information Collected**

**E1.** What types of information do you collect on participants (e.g., their characteristics and so forth)?

**E1a.** When is this information collected?

**E1b.** Who collects this information, and what is done with it? (Are the data entered? Filed? Reviewed by other entities?)

**E2.** How do you measure outputs and outcomes?

**E3.** Does your program use any specific data systems?

**E3a.** If so, can you please describe the data systems?

**E4.** Has your program participated in any research in the past five years?

**E4a.** If yes, please describe your experiences. If not, why not?

## APPENDIX A.2

### PROTOCOL FOR GRANTEE INFORMATION GATHERING (GIG) CALLS WITH THE HIGH POVERTY HIGH CRIME (HPHC) GRANTEES

#### Primary Goal

Given that the High Poverty High Crime (HPHC) grantees rely on subgrantees to provide services to youth, the primary goal of the HPHC GIG calls will be to gather information about each grantee's subgrantees, including the following:

- How many subgrantees each grantee has
- How big subgrantees are
- How grantees select their subgrantees
- How subgrantees are similar to or different from one another
- What types of information subgrantees collect and how the data are stored

#### Preparation

Before calling the site, review the site's application materials, including a list of the named subgrantees.

#### Topics for the Call

- I. Introduction
- II. Overview of Subgrantees
  - A. Number and Size of Subgrantees
  - B. Selection Process for Subgrantees
  - C. Similarity of Service Models Across Subgrantees
  - D. Monitoring of Subgrantees
  - E. Data Systems and Information Collected Across Subgrantees

## I. INTRODUCTION

My name is \_\_\_\_\_, and I am calling from [Mathematica Policy Research/Social Policy Research] on behalf of the Department of Labor's Employment and Training Administration. DOL has contracted with Mathematica and SPR to help learn more about the High Crime and High Poverty (HPHC) grantees and subgrantees. We anticipate that this call will take approximately 90 minutes. Our OMB approval number for this information collection is 1205-0436 and expires on 1/31/2017. Though responding to this questionnaire, part of an evaluation, is required (as a condition for receiving the grant), feel free to let me know if you need to interrupt the call at any point, and we can set up a time to finish our conversation. All answers you give will be kept private to the extent allowed by the law, your name will never be associated with your answers, and no individual results will be calculated or presented.

## II. OVERVIEW OF SUBGRANTEES

### A. Number and Size of Subgrantees (participants/dollars)

A1. How many subgrantees do you have in total?

A2. Thinking about each of your subgrantees, please describe the relative size of each in terms of:

A2a. The number of program locations

A2b. The average number of participants served

A2c. The dollars allocated to each subgrantee

A3. What is the average cost per participant at each subgrantee program?

### B. Selection Process for Subgrantees

B1. Please describe how you advertised and conducted the competition to select subgrantees for the project, including the factors you used to evaluate potential subgrantees' proposals.

### C. Similarity of Service Model across Subgrantees

C1. Thinking across each of your subgrantees, please describe how their service delivery models are similar and how they are different.

C1a. Do they serve similar or different populations of youth offenders?

C1b. Do they offer similar or different services?

C1c. Do they operate in similar or different ways?

**C2.** [If not already evident] Did you encourage or require subgrantees to implement similar programs or service models? Or, conversely, did you seek out diversity among subgrantees?

**D. Monitoring of Subgrantees**

**D1.** Describe how you monitor subgrantees in each of the seven required project components.

**D2.** Is the oversight of subgrantees standardized, or does it vary?

**D2a.** If oversight varies, how does it vary?

**E. Data Systems**

**E1.** Do the subgrantees use any specific data systems?

**E2.** What types of information do you collect from the subgrantees?

**E3.** When/how is this information collected?