

Compassion Capital Fund Evaluation – Intermediary Survey

Statement for Paperwork Reduction Act Submission

REVISED: A.10 Assurance of Confidentiality

Every effort will be made to maintain the privacy of respondents. Limited personal identifying information is proposed to be collected (e.g., name of individual completing the survey). The procedures for protecting respondent information for this study during data collection, data processing, and analysis activities are as follows:

- All respondents included in the study sample will be assured that the information they provide will be used only for the purpose of this research and will be kept private to the extent permitted by law. To ensure data security, all individuals hired by Abt Associates and Branch Associates are required to adhere to strict standards and sign an oath of confidentiality as a condition of employment.
- Hard-copy data collection forms will be delivered to a locked area for receipt and processing. Branch Associates and Abt Associates maintain restricted access to all data preparation areas (receipt, coding, and data entry.) All data files on multi-user systems will be under the control of a database manager, with access limited to project staff on a “need to know” basis only.
- Any individual identifying information will be maintained separately from computerized data files used for analysis. No respondent identifiers will be contained in public use files made available from the study, and no data will be released in a form that identifies individual organizations or individuals, except as required by law.