

Appendix E

Consent Form for Head Start-Enrolled Parents' Focus Group



Voluntary Consent to Participate in Head Start REACH Study

Study Description and Purpose

We invite you to participate in the Head Start REACH study, which seeks to understand how Head Start programs help families. We are inviting you because your child is in a Head Start program that is participating in the study. This study will help us learn important lessons about how these programs recruit, select, and enroll families, and how they keep families engaged in the programs. The Administration for Children and Families, part of the U.S. Department of Health and Human Services (DHHS), is funding Head Start REACH. Mathematica, an independent firm, is conducting the study.

Description of Participation

As a participant, you are being asked to join a discussion group, also called a focus group. This discussion will last no more than 1.5 hours. During the focus group, we will talk about your experience with your Head Start program, including how you learned about it, the enrollment process, your child's or children's attendance, the activities you participate in, and your overall satisfaction with the program.

You do not have to participate in the focus group. If you choose to participate, you can leave at any time. There are no consequences if you do not want to participate or if you leave the focus group early.

Risks and Benefits

There are no risks associated with participating. As a participant, you will help your Head Start program and other programs understand how to recruit and support more families. If you agree to participate, you will receive a \$25 gift card after the focus group to thank you for your time.

Privacy

The information you share in the focus group will be kept private to the extent permitted by law; your name will not be connected to your answers. If you agree to participate in the focus group, information that others share must also be kept private. We have a Certificate of Confidentiality from the National Institutes of Health. The Certificate helps us protect your privacy.

We would like to audio-record the focus group to make sure we have an accurate record of what you say. If you have anything you would like to say "off the record," just let us know and we can pause the recorder. We will not share the recording with your Head Start program or anyone outside our study team. We will store the recording in a secure location protected by a password, and we will delete it after we finish using it.

Sharing Study Information

The Mathematica project team will share information with ACF to help them understand how Head Start programs can reach more families. We will use information from the focus group to write a summary of what we learned and a final report. Any information you share will be kept private to the extent permitted by law; your



name will not be included in our final report. Data from the interviews and focus groups will be transmitted to the [Child & Family Data Archive](#) or a similar data archive at the end of the study so it can be used by other researchers. No personal information that could identify you or the programs you serve will remain in the interview notes that are shared with the data archive.

Contact Information

Head Start REACH has been given Institutional Review Board (IRB) approval by Health Media Lab Institutional Review Board. If you have any questions or concerns, please contact Harshini Shah, the deputy project director, at hshah@mathematica-mpr.com or (617) 674-8360.

Please sign and date below if you agree to participate in the focus group.

Signature: _____ **Today's date:** _____