

Follow-up Director Survey Consent

Consent to Participate in the Survey for the Colorado Teacher Salary Increase Pilot

The Colorado Department of Early Childhood (CDEC) is conducting a pilot initiative, the Colorado Teacher Salary Increase Pilot, to increase salaries paid to child care teachers. [Intervention centers: Your center was selected through a lottery to receive the salary increase. Control centers: Your center applied to participate in the pilot initiative.] MDRC, a non-profit research firm, and its partners MEF Associates and Decision Information Resources, Inc. (DIR) are conducting an important study to learn about the effects of the pilot initiative and the experiences of center directors/administrators and teachers. This study will look at the effects of the salary increase on teachers' retention, employment, earnings, and economic and psychological well-being. The study also aims to understand how the initiative is implemented, what costs are associated with the initiative, and how the initiative is experienced by the early care and education workforce. This study is funded by the Administration for Children and Families (ACF), of the U.S. Department of Health and Human Services, in partnership with the CDEC.

This survey is part of the study. The information gathered on this survey will be used by the research team to learn more about you, your center, and your experiences as a director/administrator. It will take about 45 minutes to complete. Taking the survey is voluntary. You may choose to not participate or to not answer specific questions. This will not impact any support or funding your center currently receives from ACF or CDEC. If you decide to skip a question, the only consequence is that data will not be included in the results [If you do choose to take the survey, you will receive one Professional Development Information System (PDIS) credit and \$40 to thank you for your time].

[INCLUDE IF RELEVANT] The research team may also ask you to participate in an interview, complete a cost workbook, and/or complete an additional follow-up survey. Taking part in these activities is voluntary and you will be offered a small token of appreciation to thank you for your time if you choose to participate.

We may follow up with the early care and education centers and the workforce participating in this study again in the future. If a future study is conducted, you can decide whether you wish to participate or not at that time.

How will my information be protected?

The research team will follow strict rules to protect your information. We use secure computer systems to protect your data from being seen by anyone other than select members of the research team. All research staff working on this project are trained to follow strict data access and security requirements to protect your identity and keep your responses private. Directly identifying information (e.g., names, addresses) will be safeguarded and maintained under controlled conditions. Federal or state laws may require us to show information to government officials (or sponsors) who are responsible for monitoring the safety of this study. We will never share your individual responses or your center in reports about this study. Findings are put into summary reports that contain no names or other information that identifies you or your center.

This study has a Federal Certificate of Confidentiality from the U.S. Department of Health and Human Services. This certificate protects researchers and other staff from being forced to release information that could be used to identify participants in court proceedings. However, we would take necessary

action to prevent serious harm to you or someone else, including reporting to authorities. This Certificate of Confidentiality does not mean that the U.S. Secretary of Health and Human Services approves of this project.

This project is subject to the Privacy Act.¹ Your data will be used solely for statistical research and evaluation. Your data may be shared with researchers involved in similar work and with federal agencies that may have additional data that can inform this study.

How will my survey responses be used?

The research team will combine your survey responses with data from administrative records from Colorado-based government organizations listed below. Access to these administrative records will be limited to the authorized research team members and the Linked Information Network of Colorado (LINC) in the Governor's Office of Information Technology. LINC is authorized to link the data and is responsible for making sure that personally identifiable information from the administrative records is never shared with individuals outside of the research team. Administrative records for this study will be collected for up to 10 years and include:

- Early care and education workforce records from the Colorado Department of Early Childhood
- Unemployment Insurance Wage records from the Colorado Department of Labor and Employment
- Data on post-secondary enrollment and degree receipt from the Colorado Department of Higher Education
- Public assistance program participation from the Colorado Department of Human Services
- Other public records that may inform this study

Will my information be used in the future for other studies?

Yes. We will share the data we collected from this study with other researchers to use in their work, but those records will not include your name or other information that could identify you. You will not be asked to give your permission for this use. If you participate in this study, you are agreeing now to share the information that you provide for other research purposes in the future.

Do I have to take the survey?

No. Participating in the survey is voluntary.

What are the benefits and risks of participating in the survey?

There are no direct benefits to you from participating in the survey. However, you are helping researchers and policymakers learn about the effects of increased salaries for child care teachers. This information will help them find better ways to support teachers in the future.

The risks of participating are small. There is a small risk that your information could be lost, stolen, or misused, even though we try very hard to protect your data. Some of the survey questions involve sensitive topics and may be stressful to answer, but you do not have to answer any questions you don't want to. Information from the study will not be used for monitoring purposes.

Who can I call with questions?

¹ The legal authority for this project is 42 U.S.C. Section 9844 and 42 U.S.C. Subchapter II-B. For System of Records Notice (SORN) information, please see [OPRE Research and Evaluation Project Records, 09-80-0361](#).

If you have any questions about the survey, the study, or about your rights as a research subject, you may call MDRC's Colorado Teacher Salary Increase Pilot hotline at (855) 907-6695 or email COSalaryStudy@mdrc.org. If you have questions about your rights as a research volunteer, please contact the MDRC IRB Institutional Review Board at IRB@mdrc.org.

Click here [add link] to download your copy of this consent form.

TAKE THE SURVEY

By clicking the following link, you agree that you have read this information and agree to take the survey and for your survey responses to be linked to other data via LINC at the Colorado Governor's Office of Information Technology.

Do you agree to participate in the Colorado Teacher Salary Increase Pilot survey?

Yes/No

Paperwork Reduction Act Statement

The described collection of information is voluntary and will be used to learn about the effects of the pilot initiative. Public reporting burden for the described collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An 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 and expiration date for the collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding this burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to [Contractor Contact Name]; [Contractor Contact Address].

Follow-up Lead and Assistant Teacher Survey Consent

Consent to Participate in the Survey for the Colorado Teacher Salary Increase Pilot

The Colorado Department of Early Childhood (CDEC) is conducting a pilot initiative, the Colorado Teacher Salary Increase Pilot, to increase salaries paid to child care teachers. [Intervention centers: Your center was selected through a lottery to receive the salary increase. Control centers: Your center applied to participate in the pilot initiative.] MDRC, a non-profit research firm, and its partners MEF Associates and Decision Information Resources, Inc. (DIR) are conducting an important study to learn about the effects of the pilot initiative and the experiences of center directors/administrators and teachers. This study will look at the effects of the salary increase on teachers' retention, employment, earnings, and economic and psychological well-being. The study also aims to understand how the initiative is implemented, what costs are associated with the initiative, and how the initiative is experienced by the early care and education workforce. This study is funded by the Administration for Children and Families (ACF), of the U.S. Department of Health and Human Services, in partnership with the CDEC.

This survey is part of the study. The information gathered on this survey will be used by the research team to learn more about you and your experiences as a teacher. It will take about 45 minutes to complete. Taking the survey is voluntary. You may choose to not participate or to not answer specific questions. This will not impact any support or funding your center currently receives from ACF or CDEC. If you decide to skip a question, the only consequence is that data will not be included in the results. [VARYING LANGUAGE TO BE USED DEPENDING ON WHETHER IT IS EARLY, MIDDLE, OR LATE IN THE SURVEY FIELDING PERIOD: MIDDLE OF FIELDING PERIOD: If you do choose to take it, you will receive one Professional Development Information System (PDIS) credit and a \$40 honorarium to thank you for your time. EARLY/LATE IN FIELDING PERIOD: If you do choose to take it, you will receive one PDIS credit and a \$40 honorarium to thank you for your time, with an additional \$10 token of appreciation to complete by XX/YY/2023].

[INCLUDE IF RELEVANT] The research team may also ask you to participate in an interview and/or to complete an additional follow-up survey. Taking part in these activities is voluntary, and you will be offered a small token of appreciation to thank you for your time if you choose to participate.

We may follow up with the early care and education centers and the workforce participating in this study again in the future. If a future study is conducted, you can decide whether you wish to participate or not at that time.

How will my information be kept protected?

The research team will follow strict rules to protect your information. We use secure computer systems to protect your data from being seen by anyone other than select members of the research team. All research staff working on this project are trained to follow strict data access and security requirements to protect your identity and keep your responses private. Directly identifying information (e.g., names, addresses) will be safeguarded and maintained under controlled conditions. Federal or state laws may require us to show information to government officials (or sponsors) who are responsible for monitoring the safety of this study. We will never share your individual responses or your center in reports about this study. Findings are put into summary reports that contain no names or other information that identifies you or your center.

This study has a Federal Certificate of Confidentiality from the U.S. Department of Health and Human Services. This certificate protects researchers and other staff from being forced to release information that could be used to identify participants in court proceedings. However, we would take necessary action to prevent serious harm to you or someone else, including reporting to authorities. This Certificate of Confidentiality does not mean that the U.S. Secretary of Health and Human Services approves of this project.

This project is subject to the Privacy Act.² Your data will be used solely for statistical research and evaluation. Your data may be shared with researchers involved in similar work and with federal agencies that may have additional data that can inform this study.

How will my survey responses be used?

The research team will combine your survey responses with data from administrative records from Colorado-based government organizations listed below. Access to these administrative records will be limited to the authorized research team members and the Linked Information Network of Colorado (LINC) in the Governor's Office of Information Technology. LINC is authorized to link the data and is responsible for making sure that personally identifiable information from the administrative records is never shared with individuals outside of the research team. Administrative records for this study will be collected for up to 10 years and include:

- Early care and education workforce records from the Colorado Department of Early Childhood
- Unemployment Insurance Wage records from the Colorado Department of Labor and Employment
- Data on post-secondary enrollment and degree receipt from the Colorado Department of Higher Education
- Public assistance program participation from the Colorado Department of Human Services
- Other public records that may inform this study

Will my information be used in the future for other studies?

Yes. We will share the data we collected from this study with other researchers to use in their work, but those records will not include your name or other information that could identify you. You will not be asked to give your permission for this use. If you participate in this study, you are agreeing now to share the information that you provide for other research purposes in the future.

Do I have to take the survey?

No. Participating in the survey is voluntary.

What are the benefits and risks of participating in the survey?

There are no direct benefits to you from participating in the survey. However, you can help researchers and policymakers learn about the effects of increased salaries for child care teachers. This information will help them find better ways to support teachers in the future.

The risks of participating are small. There is a small risk that your information could be lost, stolen, or misused, even though we try very hard to protect your data. Some of the survey questions involve sensitive topics and may be stressful to answer, but you do not have to answer any questions that you don't want to. Information from the study will not be used for monitoring purposes.

² The legal authority for this project is 42 U.S.C. Section 9844 and 42 U.S.C. Subchapter II-B. For System of Records Notice (SORN) information, please see [OPRE Research and Evaluation Project Records, 09-80-0361](#).

Who can I call with questions?

If you have any questions about the survey, the study, or about your rights as a research subject, you may call MDRC's Colorado Teacher Salary Increase Pilot hotline at (855) 907-6695 or email COSalaryStudy@mdrc.org. If you have questions about your rights as a research volunteer, please contact the MDRC IRB Institutional Review Board at IRB@mdrc.org.

Click here [add link] to download your copy of this consent form.

TAKE THE SURVEY

By clicking the following link, you agree that you have read this information and agree to take the survey and for your survey responses to be linked to other data via LINC at the Colorado Governor's Office of Information Technology.

Do you agree to participate in the Colorado Teacher Salary Increase Pilot survey?

Yes/No

Paperwork Reduction Act Statement

The described collection of information is voluntary and will be used to learn about the effects of the pilot initiative. Public reporting burden for the described collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An 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 and expiration date for the collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding this burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to [Contractor Contact Name]; [Contractor Contact Address].

Draft Consent Script for Follow-up Lead and Assistant Teacher Survey If Survey Conducted by Phone

The Colorado Department of Early Childhood is conducting a pilot initiative, called the Colorado Teacher Salary Increase Pilot. The goal of the study is to learn about the effects of the pilot initiative and the experiences of center directors and teachers.

You are invited to complete a survey over the phone. It should take about 45 minutes. You do not have to answer any questions that you do not want to answer. You may stop the survey at any time.

[VARYING LANGUAGE TO BE USED DEPENDING ON WHETHER IT IS EARLY, MIDDLE, OR LATE IN THE SURVEY FIELDING PERIOD: MIDDLE OF FIELDING PERIOD: If you take the survey, you will receive one Professional Development Information System (PDIS) credit and a \$40 honorarium to thank you for your time. EARLY/LATE IN FIELDING PERIOD: If you take the survey, you will receive one PDIS credit and a \$40 honorarium to thank you for your time, with an additional \$10 token of appreciation].

The research team will follow strict rules to protect your information. We use safety procedures like secure computer systems and data storage systems to protect your data from being seen by anyone other than the researchers. Neither your name nor your center will be identified in study reports.

The research team will combine your survey responses with data from administrative records from Colorado-based government organizations like the Colorado Departments of Early Childhood, Labor and Employment, Higher Education, and Human Services. We also may share the data we collected from this study with other researchers to use in their work, but those records will not include your name or other information that could identify you.

This study has a Federal Certificate of Confidentiality from the U.S. Department of Health and Human Services. This certificate protects researchers and other staff from being forced to release information that could be used to identify participants in court proceedings. However, we would take necessary action to prevent serious harm to you or someone else, including reporting to authorities. This Certificate of Confidentiality does not mean that the U.S. Secretary of Health and Human Services approves of this project.

This project is subject to the Privacy Act. Your data will be used solely for statistical research and evaluation. Your data may be shared with researchers involved in similar work and with federal agencies that may have additional data that can inform this study. The legal authority for this project is 42 U.S.C. Section 9844 and 42 U.S.C. Subchapter II-B. For System of Records Notice (SORN) information, please see the link in the footnote of the consent form emailed to you.

Finally, an 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 and expiration date for the described collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX.

Do you have any questions?

Do you agree to participate in the Colorado Teacher Salary Increase Pilot survey?

Follow-up Home-Based Owner and Caregiver Survey Consent

Consent to Participate in the Survey for the [Home-based Pilot Initiative]

The Colorado Department of Early Childhood (CDEC) is conducting a pilot initiative, [NAME] to [ADD COLORADO'S GOALS ONCE DEFINED]. MDRC, a non-profit research firm, and its partners MEF Associates and Decision Information Resources, Inc. (DIR) are conducting an important study to learn about the effects of the initiative, and how it is being implemented and experienced by family child care home providers and assistants. This study is funded by the Administration for Children and Families (ACF), of the U.S. Department of Health and Human Services, in partnership with the CDEC.

This survey is part of the study. The information gathered on this survey will be used by the research team to learn more about you, your family child care home, and your experiences as a family child care provider or assistant provider. It will take about 45 minutes to complete. Taking the survey is voluntary. You may choose to not participate or to not answer specific questions. This will not impact any support or funding your family child care home currently receives from ACF or CDEC. If you decide to skip a question, the only consequence is that data will not be included in the results. [If you do choose to take it, you will receive one Professional Development Information System (PDIS) credit and \$40 to thank you for your time].

[INCLUDE IF RELEVANT] The research team may also ask you to participate in an interview, complete a cost workbook, and/or complete an additional follow-up survey. Taking part in these activities is voluntary and you will be offered a small token of appreciation to thank you for your time if you choose to participate.

We may follow up with the family child care homes participating in this study again in the future. If a future study is conducted, you can decide whether you wish to participate or not at that time.

How will my information be protected?

The research team will follow strict rules to protect your information. We use secure computer systems to protect your data from being seen by anyone other than select members of the research team. All research staff working on this project are trained to follow strict data access and security requirements to protect your identity and keep your responses private. Directly identifying information (e.g., names, addresses) will be safeguarded and maintained under controlled conditions. Federal or state laws may require us to show information to government officials (or sponsors) who are responsible for monitoring the safety of this study. We will never share your individual responses or your family child care home in reports about this study. Findings are put into summary reports that contain no names or other information that identifies you or your family child care home.

This study has a Federal Certificate of Confidentiality from the U.S. Department of Health and Human Services. This certificate protects researchers and other staff from being forced to release information that could be used to identify participants in court proceedings. However, we would take necessary action to prevent serious harm to you or someone else, including reporting to authorities. This Certificate of Confidentiality does not mean that the U.S. Secretary of Health and Human Services approves of this project.

This project is subject to the Privacy Act.³ Your data will be used solely for statistical research and evaluation. Your data may be shared with researchers involved in similar work and with federal agencies that may have additional data that can inform this study.

How will my survey responses be used?

The research team will combine your survey responses with data from administrative records from Colorado-based government organizations listed below. Access to these administrative records will be limited to the authorized research team members and the Linked Information Network of Colorado (LINC) in the Governor's Office of Information Technology. LINC is authorized to link the data and is responsible for making sure that personally identifiable information from the administrative records is never shared with individuals outside of the research team. Administrative records for this study will be collected for up to 10 years and include:

- Early care and education workforce records from the Colorado Department of Early Childhood
- Unemployment Insurance Wage records from the Colorado Department of Labor and Employment
- Data on post-secondary enrollment and degree receipt from the Colorado Department of Higher Education
- Public assistance program participation from the Colorado Department of Human Services
- Other public records that may inform this study

Will my information be used in the future for other studies?

Yes. We will share the data we collected from this study with other researchers to use in their work, but those records will not include your name or other information that could identify you. You will not be asked to give your permission for this use. If you participate in this study, you are agreeing now to share the information that you provide for other research purposes in the future.

Do I have to take the survey?

No. Participating in the survey is voluntary.

What are the benefits and risks of participating in the survey?

There are no direct benefits to you from participating in the survey. However, you are helping researchers and policymakers learn better ways to support family child care homes in the future.

The risks of participating are small. There is a small risk that your information could be lost, stolen, or misused, even though we try very hard to protect your data. Some of the survey questions involve sensitive topics and may be stressful to answer, but you do not have to answer any questions you don't want to. Information from the study will not be used for monitoring purposes.

Who can I call with questions?

If you have any questions about the survey, the study, or about your rights as a research subject, you may call MDRC's Colorado Teacher Salary Increase Pilot hotline at (855) 907-6695 or email COSalaryStudy@mdrc.org. If you have questions about your rights as a research volunteer, please contact the MDRC IRB Institutional Review Board at IRB@mdrc.org.

Click here [add link] to download your copy of this consent form.

³ The legal authority for this project is 42 U.S.C. Section 9844 and 42 U.S.C. Subchapter II-B. For System of Records Notice (SORN) information, please see [OPRE Research and Evaluation Project Records, 09-80-0361](#).

TAKE THE SURVEY

By clicking the following link, you agree that you have read this information and agree to take the survey and for your survey responses to be linked to other data via LINC at the Colorado Governor's Office of Information Technology.

Do you agree to participate in the [home-based pilot initiative] survey?
Yes/No

Paperwork Reduction Act Statement

The described collection of information is voluntary and will be used to learn about the effects of the pilot initiative. Public reporting burden for the described collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An 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 and expiration date for the collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding this burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to [Contractor Contact Name]; [Contractor Contact Address].

One-on-One Center Director Interview Consent Materials

Director Interview: Study Information Sheet [to be emailed prior to interview]

The Colorado Department of Early Childhood (CDEC) is conducting a pilot initiative, the Colorado Teacher Salary Increase Pilot, to increase salaries paid to child care teachers. MDRC, a non-profit research firm, and its partners MEF Associates and Decision Information Resources, Inc. (DIR) are conducting an important study to learn about the effects of the pilot initiative and the experiences of center directors/administrators and teachers. This study will look at the effects of the salary increase on teachers' retention, employment, earnings, and economic and psychological well-being. The study also aims to understand how the initiative is implemented, what costs are associated with the initiative, and how the initiative is experienced by the early care and education workforce.

You are being asked to participate in an interview. The information gathered will be used by the research team to learn more about you, your center, and your experiences as director/administrator. We're interested in hearing your perspective on the initiative, what has been helpful for your center, and any challenges you might have encountered.

The interview will take about 60 minutes. Participation is voluntary. If you agree to it, the interview will be audio-recorded. You may choose to not participate or to not answer specific questions. This will not impact any support or funding your center currently receives from ACF or CDEC. If you decide to skip a question, the only consequence is that data will not be included in the results. You can stop the interview at any time, without penalty. [If you choose to participate in the interview, you will receive a \$50 honorarium to thank you for your time].

The research team may also ask you to complete a survey, complete a cost workbook and/or complete an additional follow-up survey. Taking part in these activities is voluntary and you will be offered a small token of appreciation to thank you for your time if you choose to participate. We may follow up with the early care and education centers and the workforce participating in this study again in the future. If a future study is conducted, you can decide whether you wish to participate or not at that time.

How will my information be protected?

We would like to audio-record the discussion. This is being done because it is difficult for members of the study team to focus on what you are saying and take notes at the same time. The recording will be transcribed, and the transcriptions will be deleted at the end of the project. Only researchers on the study team will ever hear the recording or see the transcript. You can indicate if there is something you don't want to be recorded.

The research team will follow strict rules to protect your information. We use secure computer systems to protect your data from being seen by anyone other than select members of the research team. All research staff working on this project are trained to follow strict data access and security requirements to protect your identity and keep your responses private. Directly identifying information (e.g., names, addresses) will be safeguarded and maintained under controlled conditions. Federal or state laws may require us to show information to government officials (or sponsors) who are responsible for monitoring the safety of this study. We will never share your individual responses or your center in reports about this study. Findings are put into summary reports that contain no names or other information that identifies you or your center.

This study has a Federal Certificate of Confidentiality from the U.S. Department of Health and Human Services. This certificate protects researchers and other staff from being forced to release information that could be used to identify participants in court proceedings. However, we would take necessary action to prevent serious harm to you or someone else, including reporting to authorities. This Certificate of Confidentiality does not mean that the U.S. Secretary of Health and Human Services approves of this project.

This project is subject to the Privacy Act.⁴ Your data will be used solely for statistical research and evaluation. Your data may be shared with researchers involved in similar work and with federal agencies that may have additional data that can inform this study.

How will my interview responses be used?

The research team may combine your interview responses with data from administrative records from Colorado-based government organizations listed below. Access to these administrative records will be limited to the authorized research team members and the Linked Information Network of Colorado (LINC) in the Governor's Office of Information Technology. LINC is authorized to link the data and is responsible for making sure that personally identifiable information from the administrative records is never shared with individuals outside of the research team. Administrative records for this study will be collected for up to 10 years and include:

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- Unemployment Insurance Wage records from the Colorado Department of Labor and Employment
- Data on post-secondary enrollment and degree receipt from the Colorado Department of Higher Education
- Public assistance program participation from the Colorado Department of Human Services
- Other public records that may inform this study

Will my information be used in the future for other studies?

Yes. We will share the data we collected from this study with other researchers to use in their work, but those records will not include your name or other information that could identify you. You will not be asked to give your permission for this use. If you participate in this study, you are agreeing now to share the information that you provide for other research purposes in the future.

Do I have to participate in the interview?

No. Participating in the interview is voluntary.

What are the benefits and risks of participating in the interview?

There are no direct benefits to you from participating in the interview. However, you are helping researchers and policymakers learn about better ways to support teachers in the future.

The risks of participating are small. There is a small risk that your information could be lost, stolen, or misused, even though we try very hard to protect your data. Some of the questions involve sensitive topics and may be stressful to answer, but you do not have to answer any questions that you don't want to. Information from the study will not be used for monitoring purposes.

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Who can I call with questions?

If you have any questions about the survey, the study, or about your rights as a research subject, you may call MDRC's Colorado Teacher Salary Increase Pilot hotline at (855) 907-6695 or email COSalaryStudy@mdrc.org. If you have questions about your rights as a research volunteer, please contact the MDRC IRB Institutional Review Board at IRB@mdrc.org.

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Center Director Interview: Consent Script

Thank you for joining us today. My name is *[insert lead facilitator name]* and I will be facilitating this discussion today. I work at *[insert organization name]*, an education and social policy research organization. [IF RELEVANT, ADD:] I am joined by my colleague(s) *[insert colleague(s) names and organizations, explain their role on the call (e.g., taking notes)]*.

The Colorado Department of Early Childhood is conducting a pilot initiative, called the Colorado Teacher Salary Increase Pilot. MDRC, a non-profit research firm, and its partners MEF Associates and Decision Information Resources, Inc. (DIR) are conducting an important study to learn about the effects of the pilot initiative and the experiences of center directors/administrators and teachers. This study also aims to understand the effects of the initiative, how it is being implemented, and experienced by centers, directors, and teachers.

This interview is part of the study. We're interested in hearing your perspective on the initiative, what has gone smoothly and what has been helpful for your center. We're also interested in learning about any challenges you might have encountered.

Before we get started, I just need to cover a few logistical items. You received a study information sheet in the email invitation we sent.

[REVIEW MAIN POINTS OF STUDY INFORMATION SHEET INCLUDING THE PARAGRAPH BELOW AND, IF POSSIBLE, SHARE SCREEN.]

This project is subject to the Privacy Act. Your data will be used solely for statistical research and evaluation. Your data may be shared with researchers involved in similar work and with federal agencies that may have additional data that can inform this study. The legal authority for this project is 42 U.S.C. Section 9844 and 42 U.S.C. Subchapter II-B. For System of Records Notice (SORN) information, please see the link in the footnote of the center director interview study information sheet.

Do you have any questions? Do you agree to participate in this interview?

[NOTE TO INTERVIEWER: IF THEY DECLINE TO PARTICIPATE, THANK THEM FOR THEIR TIME AND OFFER TO END THE CALL.]

One last thing, to help us accurately capture the information you share, we would like to record this interview. This is being done because it is difficult for me/us to focus on what you are saying and take notes at the same time. The recording will be transcribed, stored in a secure location that only select members of the research team have access to, and the transcriptions will be deleted at the end of the project.

Is it okay with you if we record the interview?

(IF CONSENT GIVEN) We will begin recording now. **(NOTETAKER PRESSES RECORD)**

(IF CONSENT IS NOT GIVEN) We will not record this interview.

One-on-One Lead and Assistant Teacher Interview Consent Materials

Teacher Interview: Study Information Sheet (to be emailed prior to interview)

The Colorado Department of Early Childhood (CDEC) is conducting a pilot initiative, the Colorado Teacher Salary Increase Pilot, to increase salaries paid to child care teachers. MDRC, a non-profit research firm, and its partners MEF Associates and Decision Information Resources, Inc. (DIR) are conducting an important study to learn about the effects of the pilot initiative and the experiences of center directors/administrators and teachers. This study will look at the effects of the salary increase on teachers' retention, employment, earnings, and economic and psychological well-being. The study also aims to understand how the initiative is implemented, what costs are associated with the initiative, and how the initiative is experienced by the early care and education workforce. This study is funded by the Administration for Children and Families (ACF), of the U.S. Department of Health and Human Services, in partnership with the CDEC.

You are being asked to participate in an interview. The information gathered will be used by the research team to learn more about you, your center, and your experiences as a teacher. We're interested in hearing your perspective on the initiative, what has been helpful for you and your center, and any challenges you might have encountered.

The interview will take about 60 minutes. Participation is voluntary. If you agree to it, the interview will be audio-recorded. You may choose to not participate or to not answer specific questions. This will not impact any support or funding your center currently receives from ACF or CDEC. If you decide to skip a question, the only consequence is that data will not be included in the results. You can stop the interview at any time, without penalty. [If you choose to participate in the interview, you will receive a \$50 honorarium to thank you for your time].

The research team may also ask you to complete a survey and an additional follow-up survey in the future. Taking part in these activities is voluntary and you will be offered a small token of appreciation to thank you for your time if you choose to participate. We may follow up with the early care and education centers and the workforce participating in this study again in the future. If a future study is conducted, you can decide whether you wish to participate or not at that time.

How will my information be protected?

We would like to audio-record the discussion. This is being done because it is difficult for members of the study team to focus on what you are saying and take notes at the same time. The recording will be transcribed, and the transcriptions will be deleted at the end of the project. Only researchers on the study team will ever hear the recording or see the transcript. You can indicate if there is something you don't want to be recorded.

The research team will follow strict rules to protect your information. We use secure computer systems to protect your data from being seen by anyone other than select members of the research team. All research staff working on this project are trained to follow strict data access and security requirements to protect your identity and keep your responses private. Directly identifying information (e.g., names, addresses) will be safeguarded and maintained under controlled conditions. Federal or state laws may require us to show information to government officials (or sponsors) who are responsible for monitoring

the safety of this study. We will never share your individual responses or your center in reports about this study. Findings are put into summary reports that contain no names or other information that identifies you or your center.

This study has a Federal Certificate of Confidentiality from the U.S. Department of Health and Human Services. This certificate protects researchers and other staff from being forced to release information that could be used to identify participants in court proceedings. However, we would take necessary action to prevent serious harm to you or someone else, including reporting to authorities. This Certificate of Confidentiality does not mean that the U.S. Secretary of Health and Human Services approves of this project.

This project is subject to the Privacy Act.⁵ Your data will be used solely for statistical research and evaluation. Your data may be shared with researchers involved in similar work and with federal agencies that may have additional data that can inform this study.

How will my interview responses be used?

The research team may combine your interview responses with data from administrative records from Colorado-based government organizations listed below. Access to these administrative records will be limited to the authorized research team members and the Linked Information Network of Colorado (LINC) in the Governor's Office of Information Technology. LINC is authorized to link the data and is responsible for making sure that personally identifiable information from the administrative records is never shared with individuals outside of the research team. Administrative records for this study will be collected for up to 10 years and include:

- Early care and education workforce records from the Colorado Department of Early Childhood
- Unemployment Insurance Wage records from the Colorado Department of Labor and Employment
- Data on post-secondary enrollment and degree receipt from the Colorado Department of Higher Education
- Public assistance program participation from the Colorado Department of Human Services
- Other public records that may inform this study

Will my information be used in the future for other studies?

Yes. We will share the data we collected from this study with other researchers to use in their work, but those records will not include your name or other information that could identify you. You will not be asked to give your permission for this use. If you participate in this study, you are agreeing now to share the information that you provide for other research purposes in the future.

Do I have to participate in the interview?

No. Participating in the interview is voluntary.

What are the benefits and risks of participating in the interview?

There are no direct benefits to you from participating in the interview. However, you are helping researchers and policymakers learn about better ways to support teachers in the future.

⁵ The legal authority for this project is 42 U.S.C. Section 9844 and 42 U.S.C. Subchapter II-B. For System of Records Notice (SORN) information, please see [OPRE Research and Evaluation Project Records, 09-80-0361](#).

The risks of participating are small. There is a small risk that your information could be lost, stolen, or misused, even though we try very hard to protect your data. Some of the questions involve sensitive topics and may be stressful to answer, but you do not have to answer any questions that you don't want to. Information from the study will not be used for monitoring purposes.

Who can I call with questions?

If you have any questions about the survey, the study, or about your rights as a research subject, you may call MDRC's Colorado Teacher Salary Increase Pilot hotline at (855) 907-6695 or email COSalaryStudy@mdrc.org. If you have questions about your rights as a research volunteer, please contact the MDRC IRB Institutional Review Board at IRB@mdrc.org.

Paperwork Reduction Act Statement

The described collection of information is voluntary and will be used to learn about the effects of the pilot initiative. Public reporting burden for the described collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An 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 and expiration date for the collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding this burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to [Contractor Contact Name]; [Contractor Contact Address].

Teacher Interview: Consent Script

Thank you for joining us today. My name is *[insert lead facilitator name]* and I will be facilitating this discussion today. I work at *[insert organization name]*, an education and social policy research organization. **[IF RELEVANT, ADD:]** I am joined by my colleague(s) *[insert colleague(s) names and organizations, explain their role on the call (e.g., taking notes)]*.

The Colorado Department of Early Childhood is conducting a pilot initiative, called the Colorado Teacher Salary Increase Pilot. MDRC, a non-profit research firm, and its partners MEF Associates and Decision Information Resources, Inc. (DIR) are conducting an important study to learn about the effects of the pilot initiative and the experiences of center directors/administrators and teachers. This study also aims to understand the effects of the initiative, how it is being implemented, and experienced by centers, directors, and teachers.

This interview is part of the study. We're interested in hearing your perspective on the initiative, what has been helpful for your work, and any challenges you might have encountered.

Before we get started, I just need to cover a few logistical items. You received a study information sheet in the email invitation we sent.

[REVIEW MAIN POINTS OF STUDY INFORMATION SHEET INCLUDING THE PARAGRAPH BELOW AND, IF POSSIBLE, SHARE SCREEN.]

This project is subject to the Privacy Act. Your data will be used solely for statistical research and evaluation. Your data may be shared with researchers involved in similar work and with federal agencies that may have additional data that can inform this study. The legal authority for this project is 42 U.S.C. Section 9844 and 42 U.S.C. Subchapter II-B. For System of Records Notice (SORN) information, please see the link in the footnote of the teacher interview study information sheet.

Do you have any questions? Do you agree to participate in this interview?

[NOTE TO INTERVIEWER: IF THEY DECLINE TO PARTICIPATE, THANK THEM FOR THEIR TIME AND OFFER TO END THE CALL.]

One last thing, to help us accurately capture the information you share, we would like to record this interview. This is being done because it is difficult for me/us to focus on what you are saying and take notes at the same time. The recording will be transcribed, stored in a secure location that only select members of the research team have access to, and the transcriptions will be deleted at the end of the project.

Is it okay with you if we record the interview?

(IF CONSENT GIVEN) We will begin recording now. **(NOTETAKER PRESSES RECORD)**

(IF CONSENT IS NOT GIVEN) We will not record this interview.

One-on-One Home-Based Owner and Caregiver Interview Consent Materials

Home-based Provider Interview: Study Information Sheet [to be emailed prior to interview]

The Colorado Department of Early Childhood (CDEC) is conducting a pilot initiative, called the [PILOT INITIATIVE]. MDRC, a non-profit research firm, and its partners MEF Associates and Decision Information Resources, Inc. (DIR) are conducting an important study to learn about the effects of the pilot initiative and the experiences of family child care home providers and assistants. This study aims to understand the effects of the initiative, how it is being implemented, and experienced by family child care home providers and assistants.

You are being asked to participate in an interview. The information gathered will be used by the research team to learn more about you, your family child care home, and your experiences as a family child care provider or assistant provider. We're interested in hearing your perspective on the initiative, what has been helpful for your work, and any challenges you might have encountered.

The interview will take about 1.5 hours. Participation is voluntary. If you agree to it, the interview will be audio-recorded. You may choose to not participate or to not answer specific questions. This will not impact any support or funding your family child care home currently receives from ACF or CDEC. If you decide to skip a question, the only consequence is that data will not be included in the results. You can stop the interview at any time, without penalty. [If you choose to participate in the interview, you will receive a \$50 honorarium to thank you for your time].

[IF RELEVANT: The research team may also ask you to complete a survey, complete a cost workbook and/or complete an additional follow-up survey. Taking part in these activities is voluntary and you will be offered a small token of appreciation to thank you for your time if you choose to participate.] We may follow up with the family child care homes participating in this study again in the future. If a future study is conducted, you can decide whether you wish to participate or not at that time.

How will my information be protected?

We would like to audio-record the discussion. This is being done because it is difficult for members of the study team to focus on what you are saying and take notes at the same time. The recording will be transcribed, and the transcriptions will be deleted at the end of the project. Only researchers on the study team will ever hear the recording or see the transcript. You can indicate if there is something you don't want to be recorded.

The research team will follow strict rules to protect your information. We use secure computer systems to protect your data from being seen by anyone other than select members of the research team. All research staff working on this project are trained to follow strict data access and security requirements to protect your identity and keep your responses private. Directly identifying information (e.g., names, addresses) will be safeguarded and maintained under controlled conditions. Federal or state laws may require us to show information to government officials (or sponsors) who are responsible for monitoring the safety of this study. We will never share your individual responses or your family child care home in reports about this study. Findings are put into summary reports that contain no names or other information that identifies you or your family child care home.

This study has a Federal Certificate of Confidentiality from the U.S. Department of Health and Human Services. This certificate protects researchers and other staff from being forced to release information that could be used to identify participants in court proceedings. However, we would take necessary action to prevent serious harm to you or someone else, including reporting to authorities. This Certificate of Confidentiality does not mean that the U.S. Secretary of Health and Human Services approves of this project.

This project is subject to the Privacy Act.⁶ Your data will be used solely for statistical research and evaluation. Your data may be shared with researchers involved in similar work and with federal agencies that may have additional data that can inform this study.

How will my interview responses be used?

The research team may combine your interview responses with data from administrative records from Colorado-based government organizations listed below. Access to these administrative records will be limited to the authorized research team members and the Linked Information Network of Colorado (LINC) in the Governor's Office of Information Technology. LINC is authorized to link the data and is responsible for making sure that personally identifiable information from the administrative records is never shared with individuals outside of the research team. Administrative records for this study will be collected for up to 10 years and include:

- Early care and education workforce records from the Colorado Department of Early Childhood
- Unemployment Insurance Wage records from the Colorado Department of Labor and Employment
- Data on post-secondary enrollment and degree receipt from the Colorado Department of Higher Education
- Public assistance program participation from the Colorado Department of Human Services
- Other public records that may inform this study

Will my information be used in the future for other studies?

Yes. We will share the data we collected from this study with other researchers to use in their work, but those records will not include your name or other information that could identify you. You will not be asked to give your permission for this use. If you participate in this study, you are agreeing now to share the information that you provide for other research purposes in the future.

Do I have to participate in the interview?

No. Participating in the interview is voluntary.

What are the benefits and risks of participating in the interview?

There are no direct benefits to you from participating in the interview. However, you are helping researchers and policymakers learn about better ways to support family child care homes in the future.

The risks of participating are small. There is a small risk that your information could be lost, stolen, or misused, even though we try very hard to protect your data. Some of the questions involve sensitive topics and may be stressful to answer, but you do not have to answer any questions that you don't want to. Information from the study will not be used for monitoring purposes.

⁶ The legal authority for this project is 42 U.S.C. Section 9844 and 42 U.S.C. Subchapter II-B. For System of Records Notice (SORN) information, please see [OPRE Research and Evaluation Project Records, 09-80-0361](#).

Who can I call with questions?

If you have any questions about the survey, the study, or about your rights as a research subject, you may call MDRC's Colorado Teacher Salary Increase Pilot hotline at (855) 907-6695 or email COSalaryStudy@mdrc.org. If you have questions about your rights as a research volunteer, please contact the MDRC IRB Institutional Review Board at IRB@mdrc.org.

Paperwork Reduction Act Statement

The described collection of information is voluntary and will be used to learn about the effects of the pilot initiative. Public reporting burden for the described collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An 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 and expiration date for the collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding this burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to [Contractor Contact Name]; [Contractor Contact Address].

Home-based Provider Interview: Consent Script

Thank you for joining us today. My name is [insert lead facilitator name] and I will be facilitating this discussion today. I work at [insert organization name], an education and social policy research organization. [IF RELEVANT, ADD:] I am joined by my colleague(s) [insert colleague(s) names and organizations, explain their role on the call (e.g., taking notes)].

The Colorado Department of Early Childhood is conducting a pilot initiative, called the [PILOT INITIATIVE]. MDRC, a non-profit research firm, and its partners MEF Associates and Decision Information Resources, Inc. (DIR) are conducting an important study to learn about the effects of the pilot initiative and the experiences of family child care home providers and assistants. This study also aims to understand the effects of the initiative, how it is being implemented, and experienced by family child care providers and assistants.

This interview is part of the study. We're interested in hearing your perspective on the initiative, what has been helpful for your work, and any challenges you might have encountered.

Before we get started, I just need to cover a few logistical items. You received a study information sheet in the email invitation we sent.

[REVIEW MAIN POINTS OF STUDY INFORMATION SHEET INCLUDING THE PARAGRAPH BELOW AND, IF POSSIBLE, SHARE SCREEN.]

This project is subject to the Privacy Act. Your data will be used solely for statistical research and evaluation. Your data may be shared with researchers involved in similar work and with federal agencies that may have additional data that can inform this study. The legal authority for this project is 42 U.S.C. Section 9844 and 42 U.S.C. Subchapter II-B. For System of Records Notice (SORN) information, please see the link in the footnote of the teacher interview study information sheet.

Do you have any questions? Do you agree to participate in this interview?

[NOTE TO INTERVIEWER: IF THEY DECLINE TO PARTICIPATE, THANK THEM FOR THEIR TIME AND OFFER TO END THE CALL.]

One last thing, to help us accurately capture the information you share, we would like to record this interview. This is being done because it is difficult for me/us to focus on what you are saying and take notes at the same time. The recording will be transcribed, stored in a secure location that only select members of the research team have access to, and the transcriptions will be deleted at the end of the project.

Is it okay with you if we record the interview?

(IF CONSENT GIVEN) We will begin recording now. **(NOTETAKER PRESSES RECORD)**

(IF CONSENT IS NOT GIVEN) We will not record this interview.

One-on-One Key Informant Interview Consent Materials

Key Informant Interview: Study Information Sheet [to be emailed prior to interview]

The Colorado Department of Early Childhood (CDEC) is conducting two pilot initiatives, called the Colorado Teacher Salary Increase Pilot and the [home-based pilot initiative name]. MDRC, a non-profit research firm, and its partners MEF Associates and Decision Information Resources, Inc. (DIR) are conducting an important study to learn about the effects of the two pilot initiatives and the experiences of centers and family child care homes. This study will look at the effects of the salary increase on teachers' retention, employment, earnings, and economic and psychological well-being. The study also aims to understand how the initiatives are implemented, what costs are associated with the initiatives, and how the initiatives are experienced by the early care and education workforce.

You are being asked to participate in an interview. The information gathered will be used by the research team to learn about your experiences administering the pilot initiatives. We're interested in hearing your perspective on what has worked, what has been helpful, and what, if any, challenges you might have encountered.

The interview will take about 60 minutes. Participation is voluntary. If you agree to it, the interview will be audio-recorded. You do not have to answer any questions you do not want to answer. You can stop the interview at any time, without penalty.

How will my information be protected?

We would like to audio-record the discussion. This is being done because it is difficult for members of the study team to focus on what you are saying and take notes at the same time. The recording will be transcribed, and the transcriptions will be deleted at the end of the project. Only researchers on the study team will ever hear the recording or see the transcript. You can indicate if there is something you don't want to be recorded.

The research team will follow strict rules to protect your information. We use secure computer systems to protect your data from being seen by anyone other than select members of the research team. All research staff working on this project are trained to follow strict data access and security requirements to protect your identity and keep your responses private. Directly identifying information (e.g., names, addresses) will be safeguarded and maintained under controlled conditions. Federal or state laws may require us to show information to government officials (or sponsors) who are responsible for monitoring the safety of this study. We will never share your individual responses in reports about this study. Findings are put into summary reports that contain no names or other information that identifies you.

This study has a Federal Certificate of Confidentiality from the U.S. Department of Health and Human Services. This certificate protects researchers and other staff from being forced to release information that could be used to identify participants in court proceedings. However, we would take necessary action to prevent serious harm to you or someone else, including reporting to authorities. This Certificate of Confidentiality does not mean that the U.S. Secretary of Health and Human Services approves of this project.

This project is subject to the Privacy Act.⁷ Your data will be used solely for statistical research and evaluation. Your data may be shared with researchers involved in similar work and with federal agencies that may have additional data that can inform this study.

Will my information be used in the future for other studies?

Yes. We will share the data we collected from this study with other researchers to use in their work, but those records will not include your name or other information that could identify you. You will not be asked to give your permission for this use. If you participate in this study, you are agreeing now to share the information that you provide for other research purposes in the future.

Do I have to participate in the interview?

No. Participating in the interview is voluntary.

What are the benefits and risks of participating in the interview?

There are no direct benefits to you from participating in the interview. However, you are helping researchers and policymakers learn about better ways to support the early care and education workforce in the future.

The risks of participating are small. There is a small risk that your information could be lost, stolen, or misused, even though we try very hard to protect your data.

Who can I call with questions?

If you have any questions about the survey, the study, or about your rights as a research subject, you may call MDRC's Colorado Teacher Salary Increase Pilot hotline at (855) 907-6695 or email COSalaryStudy@mdrc.org. If you have questions about your rights as a research volunteer, please contact the MDRC IRB Institutional Review Board at IRB@mdrc.org.

Paperwork Reduction Act Statement

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⁷ The legal authority for this project is 42 U.S.C. Section 9844 and 42 U.S.C. Subchapter II-B. For System of Records Notice (SORN) information, please see [OPRE Research and Evaluation Project Records, 09-80-0361](#).

Key Informant Interview: Consent Script

Thank you for joining us today. My name is *[insert lead facilitator name]* and I will be facilitating this discussion today. I work at *[insert organization name]*, an education and social policy research organization. [IF RELEVANT, ADD:] I am joined by my colleague(s) *[insert colleague(s) names and organizations, explain their role on the call (e.g., taking notes)]*.

The reason we're hoping to talk to you today is to learn more about your experiences administering the Colorado Teacher Salary Increase Pilot Initiative and the [home-based pilot initiative]. We're interested in hearing your perspective on what has worked, what has been helpful, and what, if any, challenges you might have encountered.

Before we get started, I just need to cover a few logistical items. You received this document in the email invitation we sent.

[REVIEW MAIN POINTS OF STUDY INFORMATION SHEET INCLUDING THE PARAGRAPH BELOW AND, IF POSSIBLE, SHARE SCREEN.]

This project is subject to the Privacy Act. Your data will be used solely for statistical research and evaluation. Your data may be shared with researchers involved in similar work and with federal agencies that may have additional data that can inform this study. The legal authority for this project is 42 U.S.C. Section 9844 and 42 U.S.C. Subchapter II-B. For System of Records Notice (SORN) information, please see the link in the footnote of the teacher interview study information sheet.

Do you have any questions? Do you agree to participate in this interview?

[NOTE TO INTERVIEWER: IF THEY DECLINE TO PARTICIPATE, THANK THEM FOR THEIR TIME AND OFFER TO END THE CALL.]

One last thing, to help us accurately capture the information you share, we would like to record this interview. This is being done because it is difficult for me/us to focus on what you are saying and take notes at the same time. The recording will be transcribed, stored in a secure location that only select members of the research team have access to, and the transcriptions will be deleted at the end of the project.

Is it okay with you if we record the interview?

(IF CONSENT GIVEN) We will begin recording now. **(NOTETAKER PRESSES RECORD)**

(IF CONSENT IS NOT GIVEN) We will not record this interview.

Center-based Setting Costs Workbook Consent

Consent to Participate in the Cost Workbook for the Colorado Teacher Salary Increase Pilot

Please closely read this tab and provide your consent to participate before moving on to the following tabs.

The Colorado Department of Early Childhood (CDEC) is conducting a pilot initiative, the Colorado Teacher Salary Increase Pilot, to increase salaries paid to child care teachers. [Intervention centers: Your center was selected through a lottery to receive the salary increase. Control centers: Your center applied to participate in the pilot initiative.] MDRC, a non-profit research firm, and its partners MEF Associates and Decision Information Resources, Inc. (DIR) are conducting an important study to learn about the effects of the pilot initiative and the experiences of center directors/administrators and teachers. This study will look at the effects of the salary increase on teachers' retention, employment, earnings, and economic and psychological well-being. The study also aims to understand how the initiative is implemented, what costs are associated with the initiative, and how the initiative is experienced by the early care and education workforce.

This workbook is part of the study. The information gathered by this workbook will help us estimate the costs of activities related to educator recruitment, including educator job vacancies, recruiting and hiring new educators, and training and onboarding newly hired educators. We are particularly interested in the way that workforce challenges draw on center resources in terms of *time, costs, and resources*. You may choose to not participate or to not answer specific questions. This will not impact any support or funding your center currently receives from ACF or CDEC. If you decide to skip a question, the only consequence is that data will not be included in the results. If you choose to participate, you will receive \$250 honorarium to thank you for your time.

A person who is familiar with program expenditures and staffing and accounting records, such as a center director or whoever does most of the center's financial administration, should have primary responsibility for completing the workbook. This person may need to consult with other people to gather information required to address some questions.

How long will it take to complete this workbook?

We estimate that it will take about 5 hours to complete this workbook. This includes time to identify the person most familiar with program expenditures, review instructions, gather information, complete the workbook, and review the information with our study team in a follow-up meeting, if needed.

What information will I need to complete this workbook?

You will need information about the center's expenditures and resource use. Please use actual expenditure records rather than budgets when gathering information to answer survey questions. Information from budgets can differ from actual expenditures. Please indicate on each tab the records or other sources of information used to complete that tab and any challenges you faced in providing the information requested in that tab.

Am I required to complete this workbook?

No, you and your center's participation is voluntary.

How will my information be protected?

We ask that you return the cost workbook to us using Box.com, a secure file sharing website. PLEASE DO NOT EMAIL THE COST WORKBOOK. Please see the “Instructions” tab for more information.

The research team will follow strict rules to protect your information. We use secure computer systems to protect your data from being seen by anyone other than select members of the research team. All research staff working on this project are trained to follow strict data access and security requirements to protect your identity and keep your responses private. Directly identifying information (e.g., names, addresses) will be safeguarded and maintained under controlled conditions. Federal or state laws may require us to show information to government officials (or sponsors) who are responsible for monitoring the safety of this study. We will never use your name or identify you or your center in reports about this study. Findings are put into summary reports that contain no names or other information that identifies you or your center.

This study has a Federal Certificate of Confidentiality from the U.S. Department of Health and Human Services. This certificate protects researchers and other staff from being forced to release information that could be used to identify participants in court proceedings. However, we would take necessary action to prevent serious harm to you or someone else, including reporting to authorities. This Certificate of Confidentiality does not mean that the U.S. Secretary of Health and Human Services approves of this project.

This project is subject to the Privacy Act.⁸ Your data will be used solely for statistical research and evaluation. Your data may be shared with researchers involved in similar work and with federal agencies that may have additional data that can inform this study.

How will this data be used?

The research team will combine workbook responses with data from Colorado-based government organizations listed below. Access to these administrative records will be limited to the authorized research team members and the Linked Information Network of Colorado (LINC) in the Governor's Office of Information Technology. LINC is authorized to link the data and is responsible for making sure personally identifiable information from the administrative records is never shared with individuals outside of the research team. Administrative records for this study will be collected for up to 10 years and include:

- Early care and education workforce records from the Colorado Department of Early Childhood
- Unemployment Insurance Wage records from the Colorado Department of Labor and Employment
- Data on post-secondary enrollment and degree receipt from the Colorado Department of Higher Education
- Public assistance program participation from the Colorado Department of Human Services
- Other public records that may inform this study

Will my information be used in the future for other studies?

Yes. We will share the data we collected from this study with other researchers to use in their work, but those records will not include your name or other information that could identify you. You will not be

⁸ The legal authority for this project is 42 U.S.C. Section 9844 and 42 U.S.C. Subchapter II-B. For System of Records Notice (SORN) information, please see [OPRE Research and Evaluation Project Records, 09-80-0361](#).

asked to give your permission for this use. If you participate in this study, you are agreeing now to share the information that you provide for other research purposes in the future.

What are the benefits and risks of participating in the cost workbook?

There are no direct benefits to you from participating in the cost workbook. However, this project will inform researchers, funders, program administrators, and policymakers about developing and supporting workforce development strategies designed to increase compensation.

The risks of participating are small. There is a small risk that your information could be lost, stolen, or misused, even though we try very hard to protect your data. Information from the study will not be used for monitoring purposes.

Who can I call with questions?

If you have any questions about the survey, the study, or about your rights as a research subject, you may call MDRC's Colorado Teacher Salary Increase Pilot hotline at (855) 907-6695 or email COSalaryStudy@mdrc.org. If you have questions about your rights as a research volunteer, please contact the MDRC IRB Institutional Review Board at IRB@mdrc.org.

☐ By placing an "X" in the box to the left, I agree that I understand the purpose of this study, including any privacy assurances, and that my participation is completely voluntary.

Paperwork Reduction Act Statement

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