

Audio Journaling Training Guide

Date: TBD

Agenda

- **Introductions and check-in (5 min)**
- **Overview of the Fatherhood TIES Study (2 min)**
- **Intro to Audio Journaling (8 min)**
- **Step-by-step instructions (12 min)**
- **Wrap-up (3 min)**

1. Welcome and check-in slides (5 min)

- **Slides#1-2: Agenda**

Welcome to the Fatherhood TIES audio journaling training. Thank you for agreeing to use a new data collection approach and sharing your experiences. The information you share about receiving [name of intervention/services] will help us better understand the how [name of intervention] has affected your life.

As a reminder, during this call, you can choose to mute/unmute yourself by clicking the microphone and video icons in the bottom corner of your screen. You can also access the chat from that same spot and choose who you'd like to send a chat to everyone or a particular participant. You can always send a private message to the someone from the MDRC research team if you have a question or concern, you'd like to discuss individually.

Before we get started talking about the work that we're going to be doing together, we'd like to get the chance to get to know one another.

- **Slide #3: Introductions and check-in**

To start out, let's go around and introduce ourselves. Please share your name and one word that describes how you are feeling coming into this training today.

2. Overview of the Fatherhood TIES study (2 min)

- **Slide #4: Fatherhood TIES study**

"T.I.E.S." in Fatherhood TIES stands from Testing, Identified, Elements, for Success in Fatherhood Programs.

- **Slide #5: Overview of Fatherhood TIES**

The goal of the study is to find and test the program elements, by that we mean, the key elements or essential parts of fatherhood programs that are most effective at improving the lives of fathers who take part in these programs. By testing the “program elements,” we hope to learn how they are effective, and how programs might use them to support fathers in their programs. In the end, we hope that this research improves fathers’ well-being, economic stability, and fathers’ relationships with their children and co-parenting partners.

3. Intro to Audio Journaling (8 min)

- **Slide #6 Intro to Audio Journaling**

Audio journaling is a data collection technique that we are using instead of doing one-on-one interviews with fathers in the program. You will be asked to make audio recordings, sharing their thoughts and experiences about how they are using the knowledge, skills, and resources received because of their participation in the program.

- **Slide #7 Goals of Audio Journaling**

We want to use audio journaling to learn how fatherhood “program elements” are impacting fathers’ lives. By using this data collection technique, we want to empower fathers to share their experiences in a way that might be comfortable to them. We want fathers to feel comfortable identifying concerns that are affecting their lives. These concerns might be around processes or structures that affect their personal wellbeing or their relationships with the children or co-parenting partners. We also want the voices and experiences of fathers to be heard by those who make decisions that affect services and how they may benefit fathers, like legislators and policy makers.

- **Slide #8: TIES Audio Journaling Activities**

What is involved with audio journaling? There are 4 activities involved: #1, this training; #2, collecting audio recordings that will then be transcribed and analyzed, #3 a debrief session to talk about how the process went, #4 featuring audio snippets online.

- **Slide #9: Time Commitment**

How much time is needed for audio journaling? In addition to your participation in this 30-minute training, you will be asked to spend a total of 30 minutes making audio recordings over the next 3 weeks. That means that you will need to make one 10-minute recording for three weeks.

You will receive a \$25 gift card for attending this training. You will also receive \$25 each week if you submit a 10-minute recording. At the end of the study period, we will have a 30-minute meeting to debrief. If you attend this meeting, you will receive a \$25 gift card as well (up to \$125 total for participation in the audio journaling study).

4. Step-by-Step Audio Journaling

- **Slide #10: Step-by-step Instructions**

Now, we'll walk through how to make a recording.

- Slide #11- Consent and Release Forms

Now, we'll talk about how the consent and release forms for using your audio recording in this study.

In this study you'll be creating and sending data in the form of voice recordings. When we conduct research, it is important to have permission to collect and use data and to use a safe, secure processes to send that data. Unlike when you're communicating with friends or coworkers, you can only send research data (names, voice recordings, or information that could identify any study participants) using a special software that is secure. We are using one called Qualtrics. In this study, you will receive a prompt via text message to your cell phone or email. The message will include a link to a web page where you will need to fill out consent and release forms before making each audio journal recording.

Let's talk about the consent form, The consent form is needed to document that all the details of the study have been shared with you and that you understand and have made an informed choice to participate.

Stop sharing the presentation and share the informed consent form to explain the following:

1. That they are being asked to take part in a research project
2. Length of participation
3. Participation is voluntary
 - a. No penalties for not participating such as loss of services or service quality
 - b. They can choose to not answer questions or drop out any time
4. Risks and benefits
5. Protection of personally identifiable information, as well as any exceptions to privacy.

Let's talk about the release form. The release form gives permission to the research team to have a copy of your recording and use your voice, or a transcript of your recording, for promotion materials, social media, or presentations, for example.

Start sharing the release form and review content.

Any questions about the consent or release forms?

- Slide #12: Before you begin

Here are some things to think about and do before you start recording.

- Read the questions sent to you by the study team via email or text and think about how you want to answer.
- Make sure you have at least 10 free minutes to record a response to the questions.
- Find a quiet spot to record. Look for somewhere without background noise or distractions.
- When you are ready to record, speak closely into the microphone by holding the phone in front of you or pressing it to your ear like you would do for a phone call.

- Slide #13: Instructions to Record
 - Here are some instructions for recording: Call the 1-800 number that was sent to you by text message.
 - Leave a response to the questions that is no more than 10 minutes.
 - When you're done speaking, you may hang up.
- Slide #14: Wrap and Time for Questions

You will receive the tokens of appreciation for taking part in the audio journaling study. After today's call, we'll send you a gift card as a thank you for your time and participation. Be on the lookout for an email with the link from GiftBit. Let us know if you don't get it. And after each audio journaling submission that we receive, we'll send you another gift card.

It's okay if you don't remember everything we talked about today. We will email you the slides from today's training for you to refer back to. You can also always call us at the Fatherhood TIES hotline (855) 907-6696 or email us at FatherhoodTIES@mdrc.org if you have questions.