

Appendix C: Question-by-question justification for identifying and contact information – revised

This document provides the descriptions and justifications for the identifying and contact information collected in RAPTER® for all study participants.

Entry	Description and Justification
<b>General Screen</b>	
<b>A1. Login screens</b>	Staff will be required to login in using two-step verification. This involves entering a username and password as well as a verification code.
<b>Intake Screens</b>	
<b>B1. Study eligibility</b> Must not be already enrolled in the study Eligibility Criteria 2 Eligibility Criteria 3 Eligibility Criteria 4 Eligibility Criteria 5 Is the applicant eligible? Is the applicant 18 years or older?	Eligibility criteria for the study will be site-specific. Staff will ask applicants if they meet each criterion and mark yes in the system if they meet all criteria and no if they do not meet at least one criterion. This is needed to prevent applicants who aren't eligible for the study from taking the baseline questionnaire and being randomly assigned. On this screen staff will also ask applicants if they are 18 or older. This information is needed to route staff to the appropriate consent screen. Applicants 18 or over will be routed to B3, while those under 18 will be routed to B4.
<b>B2. Center for Epidemiologic Studies Depression Scale Revised (CESD-R) Eligibility</b>	One program that may join the study currently uses the Center for Epidemiologic Studies Depression Scale Revised (CESD-R) as a screening tool to determine program eligibility. RAPTER will be programmed to enable the program staff to administer this scale and receive an immediate score. Administering this screener is part of the program's standard intake process and will occur before study consent is given. Hence, this process will not add to the study's participant or staff burden. Other programs in the NextGen Project will not use this scale.
<b>B3. Consent by sample member - if sample member is 18 and older</b> Consent text in English or Spanish Does the applicant consent to be in the study? Is the applicant enrolling in the study in [SCHOOL DISTRICT]? Does the applicant consent to being recorded?	This screen will be used for applicants 18 or older. Staff will be required to read the entire consent form text out loud to each applicant and respond to any questions asked by the applicant. The intake worker will indicate if the applicant consents to be in the study by answering the first question on the screen. For study sites enrolling in school districts, intake staff will be required to indicate whether the applicant is in a school district that requires additional consent for recordings. If the applicant is enrolling in a school district that requires additional consent for the recording of study interviews, they will be asked the additional consent question. Study applicants who do not have the cognitive ability to understand what the study entails will not be eligible to enroll in the study. This is needed to ensure all applicants are informed of their rights as a study participant.
<b>B4. Consent by parent/guardian and assent by sample member – if sample member is younger than 18</b> Consent text in English or Spanish Does the applicant assent to being in the study? Does the parent/guardian consent for their child to be in the study? Is the applicant enrolling in the study in [SCHOOL DISTRICT]? Does the parent consent to their child being recorded?	This screen will be used for applicants who are younger than 18. Prior to beginning the study enrollment process staff will confirm that the applicant's parent/guardian had a chance to read the consent form, answer the parent/guardian's questions, and record their consent response. Staff will read the entire assent form text out loud to the applicant. The applicant will also be asked if they agree to participate in the study. For study sites enrolling in school districts, intake staff will be required to indicate whether the applicant is in a school district that requires additional consent for recordings. If the applicant is enrolling in a school district that requires additional consent for the recording of study interviews, the parent/guardian will be asked the additional consent question. This is needed to ensure all applicants are informed of their rights as a study participant.
<b>B5. Applicant information</b> Client ID Name Date of Birth	Required for checking that the applicant is not already a sample member before conducting random assignment.

Entry	Description and Justification
Sex Social Security Number	
Address Email address Phone number <ul style="list-style-type: none"> <li>• Personal or work</li> <li>• Cell or landline</li> <li>• Ok to text</li> </ul> Facebook Instagram LinkedIn	This information will be used to contact participants for follow-up surveys.
Random assignment stratification characteristic	This information will be used to stratify random assignment. It can include referral source, age, worker name, or other participant or staff characteristic.
School	Programs that recruit from schools will use information on the name of the school to monitor study enrollment by school.
<b>B6. Duplicate check</b>	Staff will review this screen in order to confirm whether an applicant that has similar identification (name, gender, date of birth, or Social Security number) to a previous applicant is either (1) already in the study and hence will not be enrolled again or (2) not the same person as the previous applicant and can be enrolled in the study.
<b>B7. Baseline survey administration</b>	Staff will launch the baseline survey (Instrument 1) from this screen and read the questions aloud to the applicant or use the screen to provide the applicant's login information so they can complete the survey on their own. Time required to complete baseline survey will be site-specific.
<b>B8. Additional contacts screen</b> Relationship type Name Address Email Phone number <ul style="list-style-type: none"> <li>• Personal or work</li> <li>• Cell or landline</li> <li>• Ok to text</li> </ul> Applicant does not have any contacts	This information will be used to locate participants for follow-up surveys if they cannot be reached using their own contact information.
<b>B9. Future engagement (only for programs that use career navigators)</b> Likelihood study participant will meet with a career navigator	This item will be completed by the program staff member conducting the intake and will be used to estimate the impact of the program on the subgroup of study participants who are likely to be assigned to a career navigator.
<b>B10. Enrollment complete</b>	This screen indicates that the enrollment process is complete and displays the group to which the study participant was randomly assigned.