

Appendix A: Information and Consent Sheet for Instrument 1

Information Sheet and Consent Form for Initial Screening Survey

Study Title: Safe Access for Victims' Economic Security (SAVES)– Qualitative Study with Domestic Violence Survivors

Invitation to Participate: You are being invited to complete a short screening survey to determine your eligibility for a research interview. This study is part of the Safe Access for Victims' Economic Security (SAVES) Demonstration, which is a 5-year project funded by the Office of Child Support Services (OCSS) within the Administration for Children and Families (ACF) that aims to improve safety and access within the child support program for domestic violence survivors. This study has been reviewed and approved by the Heartland Institutional Review Board (HIRB).

Before deciding whether to take part, please read the following information. You are encouraged to ask questions. Your participation is voluntary.

Purpose of the Screening Survey: The purpose of the screening survey is to determine whether you are eligible to participate in a private, one-on-one interview about child support and safety. You may be eligible whether you have used child support services or chosen not to.

What Participation Involves

- The screening survey includes a few questions about your experience with child support and domestic violence.
- The survey will ask for your email address.
- If eligible, you may be emailed and invited to participate in an approximately one-hour interview conducted by a trained researcher over Zoom or phone.
- If you are eligible and you complete the one-hour interview, you will receive a \$50 e-gift card to thank you for your participation

The Paperwork Reduction Act Statement: This collection of information is voluntary and will be used to better understand efforts to increase safe access to child support, parenting time, and establishment of parentage services for survivors of domestic violence. Public reporting burden for this collection of information is estimated to average 60 minutes per response, including the time for including time for consent and brief eligibility screening. 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 this collection are OMB #: XXXX-XXXX, Exp: XX/XX/202X. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Center for Policy Research; 1570 Emerson Street Denver, Colorado 80218

Privacy

- Your answers to the screening survey will only be used to determine eligibility.
- No identifying information will be shared outside the research team.
- Participation is voluntary. You can skip any question or stop at any time.

Limits to Privacy

We will keep what you share private. However, there are exceptions to this privacy.

We are considered mandatory reporters, which means by law we are required to make a report to child protective services if we know or suspect that a child has been subjected to abuse or neglect.

If you or someone is in immediate danger of serious harm, we may be required to report this to appropriate authorities.

If this situation comes up, we will be transparent with you about what needs to be reported and why. You are always in control of what you choose to share. You may skip any question or stop the interview at any time.

Risk and Discomfort:

This study includes questions about sensitive topics, including experiences of emotional, physical, or psychological harm (e.g., domestic violence or abuse). We recognize that this content may be distressing or triggering. You are never required to answer any question that makes you uncomfortable. You may pause or stop the interview at any time, for any reason, and without penalty.

If you are in need of immediate support, please consider reaching out to a trusted person or a trained professional.

Here is a list of resources:

- **National Domestic Violence Hotline**
Available at: 1-800-799-7233 | www.thehotline.org
Offers: 24/7 confidential support via phone or live chat.
- **Crisis Text Line**
Available at: Text **HELLO** to **741741**
Offers: 24/7 support for any crisis, emotional or psychological.
- **SAMHSA National Helpline**
Available at: 1-800-662-HELP (4357) | samhsa.gov/find-help/national-helpline
Offers: Free, confidential help in English and Spanish, 24/7.

Voluntary Participation

Participation in the screening survey (and any future interview) is completely voluntary. You can choose not to answer any question or stop at any time without penalty.

Questions or Concerns:

If you have questions about the study, please contact:

Betty Tegegne, Center for Policy Research

Email: betty@centerforpolicyresearch.org

This study has been reviewed and approved by the Heartland Institutional Review Board.

If you have questions about your rights as a participant, contact:

Heartland IRB | Phone: 866-618-4472 | Email: director@heartlandirb.org

Consent Statement:

By checking below, you confirm that you understand the study and voluntarily agree to complete the screening survey:

☐ I agree to participate

☐ I do not agree to participate

Information Sheet and Consent Form for the Qualitative Interviews with DV Survivors

Study Title: Safe Access for Victims' Economic Security (SAVES)– Qualitative Study with Domestic Violence Survivors

Invitation to Participate: You are invited to participate in a research study conducted by the Center for Policy Research (CPR), as part of the Safe Access for Victims' Economic Security (SAVES) Demonstration. SAVES is funded by the Office of Child Support Services (OCSS) within the Administration for Children and Families (ACF) and aims to improve safety and access within the child support program for domestic violence survivors. This study has been reviewed and approved by the Heartland Institutional Review Board (HIRB).

Before deciding whether to take part, please read the following information. You are encouraged to ask questions. Your participation is voluntary.

Purpose of the Study: The purpose of this research is to learn how survivors of domestic violence experience the child support program, including why they do or do not engage, what safety concerns arise, and how the child support program can be improved to better support survivors.

Why You Were Selected: You are being asked to participate because you indicated that you are a survivor of domestic violence who has children and may be eligible for or has had experience with the child support program. You may have already used child support services or have chosen not to for personal or safety reasons. Your responses will help us

understand what works and improve the child support program to make it safer for survivors of domestic violence.

What Will Happen if You Participate:

- You will take part in a one-time interview that lasts about 60 minutes. The length of the interview will vary based on your responses.
- The interview will be conducted virtually (e.g., Zoom) at a time convenient for you.
- You will be asked questions about your child support experiences, any safety concerns you may have had, and suggestions for improvement.
- A trained researcher will lead the conversation.

Audio Recording: We request your permission to audio record the interview to ensure accurate notes. If you agree:

- The recording will be stored on an encrypted, password-protected server accessible only to the research team.
- After transcription and review, recordings will be deleted.
- Transcripts will be de-identified, and no identifying information will be included in reports. *De-identified data means we remove information like your name, location, or anything else that could identify you, so no one can tell who shared the information.*
- You may still participate if you decline recording; in that case, detailed notes will be taken instead.

Please check one:

- ☐ I agree to be audio recorded
- ☐ I do not agree to be audio recorded

You will also be asked if we may quote you anonymously in future materials. Quotations bring life to research reports and can help practitioners and other audiences understand the topics being discussed. These quotations are a critical component of this type of research report. The quotations will never include information that could be used to identify you, personally.

Please check one:

- ☐ I agree that my de-identified quotations may be used in reports or publications
- ☐ I do not agree that my de-identified quotations may be used in reports or publications

Risks and Discomforts: This study includes questions about sensitive topics, including experiences of emotional, physical, or psychological harm (e.g., domestic violence or abuse). We recognize that this content may be distressing or triggering. You are never required to answer any question that makes you uncomfortable. You may pause or stop the interview at any time, for any reason, and without penalty.

If you are in need of immediate support, please consider reaching out to a trusted person or a trained professional.

Here is a list of resources:

- **National Domestic Violence Hotline**
Available at: 1-800-799-7233 | www.thehotline.org
Offers: 24/7 confidential support via phone or live chat.
- **Crisis Text Line**
Available at: Text **HELLO** to **741741**
Offers: 24/7 support for any crisis, emotional or psychological.
- **SAMHSA National Helpline**
Available at: 1-800-662-HELP (4357) | samhsa.gov/find-help/national-helpline
Offers: Free, confidential help in English and Spanish, 24/7.

Benefits: There may be no direct personal benefit to you, but your participation may help improve safety and access to child support services for survivors of domestic violence.

Token of appreciation: You will receive a \$50 e-gift card after conclusion of the interview as a token of appreciation for your participation. The gift card will be emailed to you within 2 business days following completion of the interview.

Privacy: We will take all reasonable steps to protect your identity.

- You will be assigned a study ID number.
- Your name and contact information will be stored separately from the interview data.
- Only the research team will have access to your data.
- All information will be stored securely on FedRAMP-compliant servers.
- Recordings will be deleted after transcription. De-identified data will be used only for research and reporting purposes.

Limits to Privacy

We will keep what you share private. However, there are exceptions to this privacy.

We are considered mandatory reporters, which means by law we are required to make a report to child protective services if we know or suspect that a child has been subjected to abuse or neglect.

If you or someone is in immediate danger of serious harm, we may be required to report this to appropriate authorities.

If this situation comes up, we will be transparent with you about what needs to be reported and why. You are always in control of what you choose to share. You may skip any question or stop the interview at any time.

Voluntary Participation: Participation is voluntary. You may stop at any time or withdraw from the study. If you withdraw, you may request that your data be destroyed. Your

decision to participate or withdraw at any time will not affect any benefits you receive from the child support program or other human services programs and will not impact receipt of your incentive.

Questions or Concerns:

If you have questions about the study, contact:

Betty Tegegne, Center for Policy Research

Email: betty@centerforpolicyresearch.org

This project has been reviewed and approved by the Heartland Institutional Review Board. There are no anticipated risks to participating in this study. If you have questions about your rights as a participant, contact:

Heartland Institutional Review Board

Phone: 866-618-HIRB (4472)

Email: director@heartlandirb.org

Consent Statement:

By agreeing below, you confirm that:

- You understand the purpose and procedures of the study.
- You are voluntarily choosing to participate.
- You understand how your information and recordings (if applicable) will be handled.

☐ I agree to participate

☐ I do not agree to participate