

Appendix D: Information and Consent Sheet for Instrument 4

Study Title: Safe Access for Victims' Economic Security (SAVES) – Focus Groups with Child Support Staff at Demonstration Sites

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 a project funded by the Office of Child Support Enforcement (OCSE) 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 Study: We are conducting focus groups to understand how SAVES demonstration site staff have implemented safety-focused interventions for survivors of domestic violence (DV). We aim to learn from your experiences to strengthen future programming and technical assistance.

Why You Were Selected: You have been selected because you are a child support professional working at a SAVES demonstration site, and the demonstration site staff have identified you as being directly involved in the service delivery of a safety-focused intervention.

Do I Have to Take Part? No. Participation is voluntary. You can choose not to answer any question and may leave the discussion at any time.

What Will Happen if You Participate: If you agree to participate in the study, you will attend a focus group led by a trained facilitator. You will be asked about your experiences implementing services, challenges encountered, lessons learned, and suggestions for improvement.

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 90 minutes per response, including the time for consent and instructions. 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

- You will join a **virtual focus group (e.g., Zoom)** with other child support professionals from the SAVES demonstration sites who are involved with similar safety focused interventions.
- The discussion will last about **90 minutes** and focus on the implementation of safety interventions.
- The session may be audio recorded for transcription purposes, but no names will be used in transcripts.

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.
- 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 While unlikely, you may feel uncomfortable discussing challenges in your work. Because your participation is entirely voluntary, you may refrain from participating in any part of the discussion or from responding to questions you do not wish to answer. You may also speak generally about topics you wish to comment on. The main risk of being in a focus group is loss of privacy. To protect your privacy, your name will not be used in any reports. However, other people in the focus group may share what you say. We are asking all participants not to repeat what is said today outside of this group.

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: Your participation may help improve services and increase survivor safety within your child support agency. Following dissemination of the results, it is also possible that your participation will help to improve services for survivors across other demonstration sites.

Compensation: There is no payment for participating.

Privacy: All information will be kept private to the extent possible. The main risk to your privacy is other people in the group repeating what is said outside of the group. We ask all participants not to repeat what is said in the focus group. The focus group will be audio-recorded, if everyone agrees to it. No one outside the study team will have access to the information you share with us during the group. In addition,

- All responses will be stored securely on encrypted and password protected servers only accessible to the research team
- Your responses will not be linked to your name or identifying information. Findings from the study will only be reported in summary form – for example, by showing overall patterns like “75% of respondents said safety was a concern” – so that no individual can be identified from the results.
- Only the research team will have access to the data.

However, it is possible that we would have to release information in some situations required by law, such as if we learn of child abuse and neglect, or harm to yourself or others.

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

Questions or Concerns:

If you have questions about the study, contact:

Jacqueline Whearty, Center for Policy Research

Email: jwhearty@centerforpolicyresearch.org

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

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 checking "I agree to participate," you confirm that:

- You understand the purpose and procedures of the study.
- You are voluntarily choosing to participate.

☐ I agree to participate

☐ I do not agree to participate