

Appendix E: Information and Consent Sheet for Instrument 5

Study Title: Safe Access for Victims' Economic Security (SAVES) – Interviews with Clients Receiving Safety-Focused Services

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) 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:

This study aims to learn about how child support programs can be made safer and more supportive for parents like you who may be concerned about their family's safety when pursuing child support. We are especially interested in your experience with services at your local site.

Why You Were Selected: You have been referred to participate in this interview because you received services at a child support agency that recently implemented safety-focused changes aimed to improve the child support program to make it safer for survivors of domestic violence.

Do I Have to Take Part? No. This is completely voluntary. You can stop at any time or skip questions.

What Will Happen if You Participate: You will talk to a trained interviewer and share your honest opinions and experiences with services provided by your child support agency.

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 45 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 be asked to participate in a one-time interview that will take about **45 minutes**. The length of the interview will vary based on your responses.
- The interview will be held **virtually (e.g., Zoom)** at a time that is convenient for you.
- We'll ask about the services you received, how safe you felt, and any feedback you have.

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:

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: You will not benefit personally from participating in this interview. You may help improve how other survivors are treated and supported in child support services in the future. Your responses will help CPR and OCSS think through how child support programs can improve safety for survivors.

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

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

- Your identity will not be included in transcripts or reports.
- 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.
- No one outside the study team will have access to the information you share with us during the group.
- Recordings (if used) will be deleted after transcription.
- 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 of the study
- You are voluntarily agreeing to participate

☐ I agree to participate

☐ I do not agree to participate