

Appendix G

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Next Steps for Tribal TANF Research and Data

Informed Consent for Study Participants - Interviews

The Next Steps for Tribal TANF Research and Data project aims to hear directly from American Indian and Alaska Native (AIAN) communities about their experiences with Tribal Temporary Assistance for Needy Families (Tribal TANF). The project team is speaking with Tribal TANF knowledge holders to gather information about what is going well, what is challenging, and recommendations for future directions for Tribal TANF research and data. Participating in this study is an opportunity to potentially shape future directions for Tribal TANF research and data and build knowledge about how to support current recipients and future generations of AIAN families who may receive TANF assistance.

The project team includes MEF Associates (MEF), Kauffman and Associates (KAI), and consultants. MEF is a small company that works to improve the lives of children and families through research and program assistance. KAI is an American Indian-owned consulting firm that supports AIAN people and communities. The consultants are Dr. Geni Cowan, Dr. Jose Chavez, and Dr. Heather Sauyaq Jean Gordon, who have experience working directly with Tribal communities and Tribal TANF programs. The project is sponsored by the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services.

We are speaking to you today to learn from your wisdom and understand your perspectives about Tribal TANF to inform future directions for Tribal TANF research and data.

Your participation in this interview is voluntary. The information you share in this interview will be kept private to the extent permitted by law, but if we think you are at risk of harming yourself or others, such as an elder or a child, we may need to notify someone.

We will send you our notes from this interview via a secure method so that you can confirm that the notes are correct or make any changes.

Before we share information publicly, we will share what we learned with Tribal leaders or Council to make sure that: 1) it is helpful for your community; 2) it is presented in a good way; and 3) it is approved for sharing. The information we share with Tribal leaders or Council will not have your name or any personal details that can be traced back to you.

When we share what we learn publicly, the information you share will be combined with what we hear from others participating in this study. The project team will not include your name or any personal details in any information that we share publicly. We may list general job titles, like "Program Staff" or "Leadership," in our reports to help explain the different points of view in this study.

You may skip any questions you prefer not to answer, and you can stop your participation at any time. If you are a Tribal TANF participant, your decision to participate in this study or to not participate will not affect your benefits in any way, now or in the future.

Interviews will last approximately 90 minutes.

Are there any risks?

Participation in this study involves minimal risks. You may feel uncomfortable answering certain questions, but you are free to skip any question you do not wish to answer. In the unlikely event of a data breach or of someone outside the study team accessing project data, we will make every effort to notify you.

Are there benefits by agreeing to participate?

While you may not benefit directly, findings from this study may shape future directions for Tribal TANF research and data, which may lead to new opportunities related to Tribal TANF and its services.

We would like to audio-record this interview to make sure we have an accurate record of what we discuss. The recording will be stored on an encrypted, secure server. The project team will only use the recording to check our notes and then the recording will be destroyed at the end of the project. Notes will be stored on an encrypted, secure server, and will be destroyed at the end of the project. To answer future questions about our project results, we will keep a copy of the interview and Talking Circles transcripts. Before saving them, we will remove any personal details or names that were unintentionally collected. If significant changes occur in how information is used or stored, we will make efforts to notify you.

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number. The OMB number for this information collection is XXXX-XXXX and the expiration date is XX/XX/XXXX.

Questions: If you have questions or concerns about the study, you may contact the MEF Project Director, Emily Schmitt, at 703-951-6003 or by email at emily.schmitt@mefassociates.com. You can also contact our MEF Human Subjects Protection Administrator (HSPA) at hsresearch@mefassociates.com. When contacting our HSPA, please include the project name, Next Steps Tribal TANF Research and Data, in the email. This account is monitored by MEF staff outside of the project team.

If you have any questions about your rights as a participant in the project or wish to speak with someone other than the project team, you may contact the Institutional Review Board, Health Media Lab, at (202) 246-8504, or by email at info@hmlirb.com.

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Informed Consent for Study Participants – Talking Circles

The Next Steps for Tribal TANF Research and Data project aims to hear directly from American Indian and Alaska Native (AIAN) communities about their experiences with Tribal Temporary Assistance for Needy Families (Tribal TANF). The project team is speaking with Tribal TANF knowledge holders to gather information about what is going well, what is challenging, and recommendations to inform future directions for Tribal TANF research and data. Participating in this study is an opportunity to potentially shape future directions for Tribal TANF research and data and build knowledge about how to support current recipients and future generations of AIAN families who may receive TANF assistance.

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We are speaking to you today to learn from your wisdom and understand your perspectives about Tribal TANF to inform future directions for Tribal TANF research and data.

Your participation in this Talking Circle is voluntary. The information you share in this Talking Circle will be kept private to the extent permitted by law. Everything you say today is private, and we will not allow anyone outside of the research team to access the audio-recording or the notes we take today. However, it is important to note that we cannot ensure that others who participate in this circle do not repeat what is said here. For this talking circle, please keep what is shared in this conversation private. Please feel free to use pseudonyms or fake names if that makes you feel more comfortable.

We will send each Circle participant what they shared during this meeting via a secure method so you can confirm it is correct and make any changes.

Before we share information from this talking circle publicly, we will share what we learn with Tribal TANF leaders and staff who are part of an advisory group for this project (the “Active Engagement Workgroup”) to ensure that the information we share is helpful, is presented in a good way, and is appropriate for sharing. The information we share with this group will not include your name or any personal details that could be traced back to you.

When we share what we learn publicly, the information you share will be combined with what we hear from others participating in this study. The project team will not include your name or any personal details in any information that we share publicly. We may list general job titles, like “Program Staff” or “Leadership,” in our reports to help explain the different points of view in this study.

We will make every effort to protect your privacy to the extent permitted by law, but if we think you are at risk of harming yourself or others, such as a child, we may need to notify someone.

If you are a Tribal TANF participant, your decision to participate in this study or to not participate will not affect your benefits in any way, now or in the future.

Talking Circle will last approximately two hours.

Are there any risks?

Participation in this study involves minimal risks. You may feel uncomfortable answering certain questions, but you are free to skip any question you do not wish to answer. In the unlikely event of a data breach or of someone outside the study team accessing project data, we will make every effort to notify you.

Are there benefits by agreeing to participate?

While you may not benefit directly, findings from this study may shape future directions for Tribal TANF research and data, which may lead to new opportunities related to Tribal TANF and its services.

We would like to audio-record this Talking Circle to make sure we have an accurate record of what we discuss. The recording will be stored on an encrypted, secure server. The project team will only use the recording to check our notes and then the recording will be destroyed at the end of the project. Notes will be stored on an encrypted, secure server, and will be destroyed at the end of the project. To answer future questions about our project results, we will keep a copy of the interview and Talking Circles transcripts. Before saving them, we will remove any personal details or names that were unintentionally collected. If significant changes occur in how information is used or stored, we will make efforts to notify you.

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Questions: If you have questions or concerns about the study, you may contact the MEF Project Director, Emily Schmitt, at 703-951-6003 or by email at emily.schmitt@mefassociates.com or our Human Subjects Protection Administrator at hsresearch@mefassociates.com. When contacting our HSPA, please include the project name, Next Steps Tribal TANF Research and Data, in the email. This account is monitored by MEF staff outside of the project team.

If you have any questions about your rights as a participant in the project or wish to speak with someone other than the project team, you may contact the Institutional Review Board, Health Media Lab, at (202) 246-8504, or by email at info@hmlirb.com.

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Informed Consent for Study Participants – Observations

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We are speaking to you today to learn from your wisdom and understand your perspectives about Tribal TANF to inform future directions for Tribal TANF research and data.

Your participation in this data walk-through or observation is voluntary. The information you share in this scenario-based demonstration will be kept private to the extent permitted by law, but if we think you are at risk of harming yourself or others, such as a child, we may need to notify someone. .

We will send you the notes we collect from this walk-through via a secure method so you can confirm that the notes are correct or make any changes.

Before we share information publicly, we will share what we learned with Tribal leaders or Council to make sure that: 1) it is helpful for your community; 2) it is presented in a good way; and 3) it is approved for sharing. The information we share with Tribal leaders or Council will not have your name or any personal details that can be traced back to you.

When we share what we learn publicly, the information you share will be combined with what we hear from others participating in this study. The project team will not include your name or any personal details in any information that we share publicly.

Data observations will last approximately 90 minutes.

Are there any risks?

Participation in this study involves minimal risks. You may feel uncomfortable answering certain questions, but you are free to skip any question you do not wish to answer. In the unlikely event of a data breach or of someone outside the study team accessing project data, we will make every effort to notify you.

Are there benefits by agreeing to participate?

While you may not benefit directly, findings from this study may shape future directions for Tribal TANF research and data, which may lead to new opportunities related to Tribal TANF and its services.

We would like to audio-record this demonstration to make sure we have an accurate record of what we discuss. The recording will be stored on an encrypted, secure server. The project team will only use the recording to check our notes and then the recording will be destroyed. Notes will be stored on an encrypted, secure server, and will be destroyed at the end of the project. To answer future questions about our project results, we will keep a copy of the interview and Talking Circles transcripts. Before saving them, we will remove any personal details or names that were unintentionally collected. If significant changes occur in how information is used or stored, we will make efforts to notify you.

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