IRB Review
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Service Coordinator Information Sheet

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Title of Research Study: Perception of Service Coordinator Practices and Transition Related Outcomes for Children and Families
IRB Number: 18-064-2
Sponsor: University of Connecticut Health

Introduction

Thank you for taking the time to read this information sheet. This research is conducted by the student researcher, Annie George-Puskar for her dissertation under the direction of Prof. Mary Beth Bruder, Ph. D. from the Department of Special Education in the Neag School of Education and the Department of Pediatrics at UConn Health School of Medicine.

What Is The Purpose Of This Research Study?

The purpose of this exploratory study is to investigate the transition practices and the associated practice characteristics and understand their association with specific child and family transition-related outcomes during the transition from Part C to Part B 619 in Connecticut, according to the perception of Part C service coordinators. You, as a service coordinator, will be asked to participate in an interview by the researchers. You will be asked about two families, one when the transition went well and one when the transition did not go well in the Part C to Part B 619 transition.

In addition, you will be asked to send the families discussed a letter and survey. The family survey is to provide confirmatory data and gain an understanding of the family perspective of their transition experience. Letter and survey packets will be mailed directly by you as the service coordinator, and the researchers will not follow up or request any identifiable information regarding the family. You will have the option to not mail the letter and survey.

Why Am I Invited To Participate?

You are invited to take part in this study because you are currently a Service Coordinator in the Connecticut Part C program. In order to participate, you need to be a current service coordinator for a minimum of 1-year and have worked with at least 2 families that have completed the transition from Part C. You should have also completed the Connecticut Service Coordinator training and be able to read and speak in fluent English. If you have not yet completed/passed

the Connecticut Service Coordinator training or have not been a Service Coordinator for at least one year (since October 2016) we ask that you not participate in the current study.

How Many Other People Do You Think Will Participate?

We estimate that 10 people will participate in this research study.

What are the research procedures?

If you choose to participate, you will be participating in an interview with the student researcher (Annie George-Puskar) and asked to share your experience as a service coordinator regarding two children and families that have experienced the transition out of Part C in the last 6 or so months. The interview will guide you through a series of questions regarding their experience with transition across practices and practice characteristics. The interview will last approximately 1-2 hours (maximum). One set of interview questions will be administered asking you to share about their experience when a transition they consider to have gone well, and another experience when a transition you consider to have not gone well. The cases that will be described will be selected by you as the service coordinator.

You will also receive a letter and survey to be sent to each family that is discussed during the interview process. The family survey is to provide confirmatory data and gain an understanding of the family perspective. I am requesting the survey to be sent to the families directly by you as the service coordinator, as to keep the family identifying information anonymous. You will have the option to opt out of sending the family survey without being penalized or impacting your participation in the study.

Space and Equipment Requirements

Interviews will be conducted at your convenience within your schedule and geographical location. There are two options for conducting the interview; 1) In-person; or 2) Using a web-based virtual meeting format. If you choose to do the in-person interview, the student researcher will either meet you at a community location (i.e. convenient coffee shop, library, etc.) or invite you to the UConn UCEDD offices to conduct the interview. In person interviews will be recorded using an Olympus recorder with headset microphone. The recording device will be provided by the researcher. The virtual option will us a format called Zoom Meeting. In order to participate remotely, you should have access to a reliable phone line/signal at minimum. Interviews will be recorded through the Zoom Meeting app, and directions for use on the computer will be provided by the student researcher prior to the interview. In both the in-person and virtual options, you do have the option to opt out of being recorded.

What are the risks or inconveniences of the study?

Potential risks for you include the inconvenience of scheduling a 1-2 hour time block within your schedule to conduct the interview.

What are the benefits of the research?

There may be no direct benefit to you as a service coordinator as a result of participating in the study. However, your responses may improve our knowledge of effective practice to support young children and families through the transition from Part C to Part B 619 in Connecticut. Moreover, the information shared during this study may influence future research, policy decisions, and practice strategies to support all early intervention personnel.

Will there be payments for participation? Are there costs to participate?

The only potential cost associated with participation would be the gas or transportation involved in meeting the student researcher for an in-person interview. There are no other costs, or payments associated with participation in this study.

How will the information be protected?

Research records will be labeled with a code. All electronic files (e.g., interview recordings, coding files) will be password protected. There will be no identifying information asked about the children and families that you reference during your interview, and your data will be limited to your service coordinator code and family being discussed. For example you will be given a number and family will be coded as a 1 or 2 in order that they are discussed (i.e. SC1 FA1 and SC2 FA2). Your information will not be required or stored as part of your data responses. Any computer hosting such files will also have password protection to prevent access by unauthorized users, and will be secured on the UConn Health network. Only the primary investigator and student researcher will have access to the passwords. At the conclusion of this study, the researchers may publish their findings. Information will be presented in summary format and you will not be identified in any publications or presentations. We will do our best to protect the confidentiality of the information we gather from you.

You should also know that the UConn Institutional Review Board (IRB) and the Office of Research Compliance may inspect study records as part of its auditing program, but these reviews will only focus on the researchers and not on your responses or involvement. The IRB is a group of people who review research studies to protect the rights and welfare of research participants.

Can I rescind permission and what are my rights?

You do not have to participate in this research if you do not want to. If you agree to be in the study, but later change your mind, you may withdraw at any time. There are no penalties or consequences if you do not want to participate.

Whom do I contact if I have questions about the research?

We will be happy to answer any question you have about this study. If you have further questions about this study or if you have a research-related problem, you may contact the principal investigator, Mary Beth Bruder at (860) 679-1500 or the student researcher Annie George-Puskar at (860) 679-1512. If you have any questions concerning your rights as a research

participant, you may contact the University of Connecticut Health Institutional Review Board (IRB) at 860-679-1005.

How do I consent to participate?

Responses to the interviews will remain anonymous and completion of the interview implies your consent to participate.

If you are interested in participating, please contact the student researcher (Annie George-Puskar) directly at 860-679-1512 or email at anne.george@uconn.edu. She will schedule the interview with you.

We appreciate your interest and participation in this research study. Questions about this study may be directed to the Principal Investigator, Dr. Mary Bruder at 860-679-1500, or the UConn Health IRB at 860-679-8729.