

## Evaluation Consent Form Process & Procedures

This document provides a brief summary of the policies and procedures undertaken by First 5 Fresno County (F5FC) and Harder+Company Community Research (Harder+Company) for protecting the confidentiality and rights of participants who agree to take part in the evaluation of F5FC currently being conducted by Harder+Company Community Research. The matrix included in this document identifies the three consent forms in place for the F5FC evaluation and describes the key audience and rationale for each consent form.

### Consent Form Process & Procedures

Harder+Company is committed to ensuring that all participants included in our work are protected from harm, are informed about the evaluation, and willingly agree to participate in the evaluation activities. To this end, Harder+Company, in collaboration with F5FC, received approval from an Institutional Review Board (IRB)<sup>1</sup> for the consent procedures described here, to evaluate F5FC funded programs.

There are three consent forms approved by the IRB for the evaluation of F5FC as follows: (1) Client Consent Form, (2) Minor Parent Client Consent Form, and (3) Minor Parent Client Assent Form. These consent forms allow for obtaining fully informed consent from program participants across a wide variety of scenarios. The table below summarizes the three forms and when each will be used.

Type of consent form	Who does this consent go to?	Examples of clients who complete this form	What is the purpose of this consent?
<b>Client Consent Form</b>	Individual with legal custody including the parent or child's guardian.	Biological parent, adoptive parent, relative with custody, long-term foster parent, and short-term foster parent including State.	Individual signing this consent form identifies himself/herself as having the authority to release information about himself/herself and the children under their care, and agrees to participate in the evaluation study. NOTE: This will be the main consent form given to most clients.
<b>Minor Parent Client Consent Form</b>	Legal guardian of the teen parent including their parent or teen parent guardian.	Biological/adoptive parent of adolescent parent, long-term foster parent of teenager, and short-term foster parent of teenager including State. NOTE: Could include an emancipated minor parent of a child receiving services.	Individual signing this consent form identifies himself/herself as having the authority to release information about the teen parent and grandchild, and agrees to have the teen parent and grandchild participate in the evaluation.
<b>Minor Parent Client Assent Form (for adolescent parents 17 yrs. old or younger)</b>	Teen parent of the child receiving services.	Teen parent (17 years of age or younger), non-emancipated.	Not a "true" consent form because a teen parent cannot give consent, this form is signed by the teen parent to indicate that they agree (give assent/permission) to release information about themselves and their child for the purpose of the evaluation. This Assent Form <i>MUST BE ACCOMPANIED</i> by the Minor Parent Client Consent Form (both must be signed) in order for the teen parent and their child to be included in the evaluation.

For all consent forms, F5FC funded service providers are responsible for informing service recipients about the evaluation, reviewing the purpose of the consent form and then obtaining signatures once they agree to participate in the evaluation activities. This will ensure that clients understand the procedures, benefits, risks of harm, and are able to obtain more information about the study. The following procedures must be followed for each consent form:

1. Agreement to participate in the evaluation is indicated by the signing and completion of the appropriate consent form. The form must include their printed name, and the date the consent form was completed.
2. The funded service provider must then give **one copy** of the triplicate form to the client so that they have a record that they signed the form.
3. The service provider should keep **one copy** for their own record and return the final copy to F5FC.
4. If a client refuses to participate in the evaluation, please mark “refusal” on the top right corner of the consent form and return the form to F5FC.
5. Consent as well as any refusal to consent must be entered in Persimmony’s client level module.<sup>ii</sup>
6. Lastly, a client’s refusal to participate in the evaluation will not affect the services they receive from F5FC funded service providers.

**For the last two forms (Minor Parent Client Consent and Minor Parent Client Assent), the following procedures must be followed in addition to the procedures outlined above:**

1. BOTH forms must be signed in order to enroll the teen parent and their child in the evaluation.
2. The most important form is the Minor Parent Client Consent form because without it, the teen parent and child cannot be included in the evaluation. But the Assent Form also needs to be signed by the minor parent. When submitting forms to F5FC, please staple both consent and assent forms for each participant.
3. If the Minor Parent Client Consent form is not signed, then enter as refusal or missing in Persimmony’s client level module.

If you have further questions or need more clarification, please contact (ULND 7DNDGD or Maricela Piña at 415-522-5400 or email them at [HWDNDGD@harderco.com](mailto:HWDNDGD@harderco.com), [mpina@harderco.com](mailto:mpina@harderco.com).

<sup>i</sup> An IRB is an independent body separate from the evaluation, following rules determined by the U.S. government for the protection of research involving human subjects. It is designated to approve, monitor, and review research study designs that involve human subjects.

<sup>ii</sup> If you have questions about where to include this information in Persimmony, please contact Lesly Soto-Bright, F5FC Persimmony Database Manager.