

JOHNS HOPKINS BLOOMBERG SCHOOL OF PUBLIC HEALTH
INFORMED CONSENT DOCUMENT

Employee Survey

Study Title: An Organizational Needs Assessment to Enhance Trauma-Informed Care (TIC) in a Direct Service Setting that Addresses Homelessness

What you should know about this study

- You are being asked to join a research study.
- This consent form explains the research study and your part in the study.
- Please read it carefully and take as much time as you need.
- You are a volunteer. You can choose not to take part and if you join, you may quit at any time. There will be no penalty if you decide to quit the study.
- During the study, we will tell you if we learn any new information that might affect whether you wish to continue to be in the study.

Purpose of research project

This research is being done to improve the programming and environment at Healthcare for the Homeless (HCH). The goal of this study is to gather information that will help HCH establish and enhance a safe and therapeutic environment that promotes trauma-recovery and strength building for people, who are experiencing homelessness.

Why you are being asked to participate

You are being asked to participate because you are an employee at HCH.

Procedures

If you are willing to participate, you will take part in an employee survey. It should take anywhere from 30 to 60 minutes to complete. During the survey, you will respond to questions about the policies and programming at HCH, as well as your experience as an employee.

Risks/discomforts

You may experience discomfort during this survey if:

- You feel pressure or coercion to participate.
- You are uncertain that your answers will remain confidential.

But, in order to help protect you from this risk:

1. Taking part in this survey is voluntary (up to you). If there are questions or topics that you do not want to answer, you do not have to.

2. You do not have to complete the survey at all. You may choose instead to turn in a completely blank survey.
3. If you start the survey, you may skip questions that you don't wish to answer. Or you may stop providing responses at any time. If you skip questions, it will not affect your relationship at HCH. There is no penalty or loss of benefits to you.

Benefits

There is no direct benefit to you for taking part in this study.

Payment for Participation

Because HCH is a direct beneficiary to your participation in this project, you will be able to include the time spent completing the survey as work hours. If you provide a written log of your hours to HCH, please include this as part of your 'administrative duties' so that it is not clear to anyone who might see this log if you specifically participated in this survey.

Protecting data confidentiality

1. The survey is confidential. You are not to record your name anywhere on the survey.
2. Whether or not you participate will have no effect on your employment. No one else at HCH will know if you do not complete the survey.
 - a. Whether you are completing the electronic or the paper survey, your responses will remain anonymous.
 - i. If you are completing the paper survey, you may choose to do so during a team meeting, which has been set aside to give you time to respond to the questions.
 1. The study team will provide folders to prop in front of your materials in order to block your answers from other employees.
 - ii. You are also welcome to take the survey with you to complete on your own time. If you complete the survey at a different time or location than the team meeting, you can submit it anonymously to a pre-arranged location, where the study team will later collect it.
 - iii. If you are completing the electronic survey, you will do so at a time and space of your convenience.

Cost of participation in the study

There is no cost to you for participating in this study.

What happens if you stop answering questions before you have finished the survey?

You may stop answering questions at any time. This will not affect your relationship or experience with HCH.

Who do I contact if I have questions or problems?

Email the members of the HCH Health Equity Committee (which is facilitating this project):

Annick Barker: abarker@hchmd.org

Denise Hansen: dhansen@hchmd.org

Lawanda Williams: lwilliams@hchmd.org

Tiffany Chavis: tchavis@hchmd.org

Jan Caughlan: jcaughlan@hchmd.org

Chauna Brocht: cbrocht@hchmd.org

Liz Coleclough: liz.coleclough@gmail.com

If you wish to contact someone at the Hopkins School of Public Health (which is helping with this project), call or email the primary investigator, Carl Latkin at clatkin@jhsph.edu / 410-955-3972. if you have questions, complaints, or experience harm as a result of being in this study. You may also contact the Institutional Review Board which approved this study about any problems or concerns at irboffice@jhsph.edu / 410-955-3193.