

Appendix A: Informed Consent

Organizational Assessment of Meaningful Youth/Young Adult Participation

Information for Survey Participants

What is the point of this research project?

This organizational self-assessment tool is designed to help organizations that serve or impact young people to evaluate the presence of organizational policies and procedures to support the meaningful involvement of youth and young adults in decision-making, processes, and services. The purpose of this study is to “validate” the assessment tool with a wide range of respondents to determine whether the assessment is an accurate and relevant measurement tool for organizations to use in the field.

What are the possible risks?

There is minimal risk associated with participation in this study. The assessment asks participants for their opinions about the presence of policies, procedures, staffing, and structures that support shared decision-making between adults and young people in organizations. Thus, information requested by the assessment is not about highly personal or sensitive topics. There is a small chance that participants’ responses could become known to others. Because of the nature of the questions asked, even if an individual’s responses are somehow disclosed, the risk of adverse consequences is not large. Some respondents will be young adults who are being asked for their perceptions about the organizations they have a role in (as a member of an advisory committee, for example) -- these young people may feel particularly at risk if they have negative opinions about the organization that are disclosed to others. PSU researchers will guard against disclosure of any participant’s responses by keeping the assessment data in a secure database with any identifying information (e.g., your email address) stripped from the data once you have completed your response. If multiple people from a single organization complete the assessment, they will not see each other’s individual responses. You are encouraged to take the survey in a location where your responses are unlikely to be seen.

Remember that it is easy to close the survey and resume at any time. If you are not able to complete to survey on the web or do not wish to, please contact Jennifer Blakeslee (jblakes@pdx.edu or 503-725-8389) or Janet Walker (walker@pdx.edu or 503-725-8236) and an alternative such as mailing the survey or answering over the phone will be described. All data will be summarized for reporting. Data from subgroups will not be reported if the number responding is small or if there is a possibility that an individual’s response might be identified.

What are the possible benefits?

There is no direct benefit for participating in this study, but your participation will help to validate the assessment for future use by many organizations who value the input of young people in making decisions that impact youth and young adults – our goal is to evaluate this tool before we share it widely for organizations to use in self-assessment and in requesting technical assistance. We anticipate that the assessment will help individuals and organizations to identify their strengths and weaknesses in supporting youth participation. Organizations that have 15 or more people respond may request a summary report showing the overall average responses to the items. Upon request, PSU researchers and/or Youth MOVE National will provide brief assistance in interpreting the survey results for your organization.

Will my responses be kept confidential?

Any information that is obtained in connection with this study will be kept confidential. Survey responses are kept on a secure server, and are password protected. Only research project staff will know the password. The information about names and emails of potential participants will be stripped from the data once data collection is completed and the datafile is downloaded for analysis.

Do I have to participate?

Your participation in the survey is voluntary. You do not have to take the survey, and declining to participate will not affect your relationship with the researchers or with Youth MOVE National. If you elect not to participate, simply click on the “opt out” link in your invitation email. Also, you can stop the survey at any time if you do not wish to continue. If you do stop and wish to continue, you can click the email link from the same computer and it will return you to your last stopping point in the assessment.

What if I have a question?

If you have concerns or problems about your participation in this study or your rights as a research subject, please contact the Institutional Review Board in the Office of Research Integrity at Portland State University at 1600 SW 4th Ave., Market Center Building, Suite 620, Portland, OR, 97201 or call 503-725-2227 or 1-877-480-4400. If you have any questions about the purpose of the study and the assessment itself, please contact please contact Jennifer Blakeslee (jblakes@pdx.edu or 503-725-8389) or Janet Walker (walker@pdx.edu or 503-725-8236) at the Regional Research Institute for Human Services, Portland State University.