

## View xForm - Unanticipated Problem or Adverse Event Form v2

**Use this form to report unanticipated problems (including breach of data security) or adverse events involving risks to human subjects while the research is being conducted.**

### Data Entry

**- Submitted 10/20/2025 6:22 PM ET by Jaclyn Chambers, PhD**

### UP or AE Questions

#### Submitter

December 2025 cycle.

10/21/2025 • Sussan Atifeh • Internal

On October 17, 2025, a CDSS staff member mistakenly emailed two Excel files containing participant names to three research team members, without noting that the files included personally identifiable information (PII). The team members were out of office and one opened the files on October 20, then quickly alerted the others. All recipients permanently deleted and purged the email. Urban's Tech team confirmed no further action was needed. CDSS was notified and reminded not to send PII by email. If accessed by unauthorized individuals, the data could compromise participant confidentiality.

10/21/2025 • Sussan Atifeh • Internal

Jaclyn Chambers, PhD

**Email:** JChambers@urban.org

**Business:** (202) 261-5525

#### Project number

2023-057

#### Principal Investigator

Bridgette Lery, PhD

**Email:** BLery@urban.org

**Business:** (202) 261-5969

**Study title**

Evaluating California's Guaranteed Income Pilot Program

**Study personnel**

Name	Role
Bridgette Lery, PhD	Principal Investigator
Jaclyn Chambers, PhD	Research Team
Jenny Kenney, PhD	Responsible Official
Sarah Benatar, PhD	Co-Principal Investigator
Zara Porter	Research Team

**Monitoring Entity**

Principal Investigator

**Report Type**

Other events or information. Report only after consulting with CPHS Administrative Staff

**Provide a brief description of event or information for your selection above**

On October 17, 2025, a staff member from the California Department of Social Services (CDSS), forwarded an email to three members of our research team that contained two Excel file attachments with participant first and last names. The body of the email did not indicate that the attachments contained PII.

All three research team members were out of the office on October 17. After returning to work on October 20, one research team member opened and viewed the attachments. Upon discovering that the attachments contained PII, the research team member immediately alerted the other members of the research team who had received the email. All three research team members permanently deleted and purged the email. We have confirmed with Urban's Tech team that there are no further steps needed to scrub the email containing the attachment from our system. We also alerted CDSS and reminded them to not email PII to the research team.

Potential consequences if this information were obtained or misused by unauthorized persons include compromising the confidentiality of clients who are in our study.

**Date of event**

10/20/2025

**Date PI learned of event**

10/20/2025

**Enrolled in OSHPD research (OSHPD campus including Foothills facilities)?**

No

**Are there proposed changes to the protocol?**

No

**Attach any relevant documents to the report**

*No answer provided.*

**PI Signature for Coordination Submission**  
**- Submitted 10/20/2025 6:27 PM ET by Bridgette Lery, PhD**

**PI Signature**

**Is this form ready to be reviewed by the IRB? If not, choose no to have the application sent back to the coordinator for revisions.**

Yes

**To sign this form, enter your IRBManager password. By signing this form, you are indicating that the information within this form is accurate and reflects the proposed research.**

Signed Monday, October 20, 2025 6:27:43 PM ET by Bridgette Lery, PhD

**Notify IRB for Pre-Screening**  
**- Submitted 10/21/2025 3:57 PM ET by Sussan Atifeh**

**IRB pre-screening**

**Is the AE report ready to be reviewed by the Chair/designee?**

Yes

**Reportable Event Status**

Review required

**Please provide a rationale for your decision above.**

On October 17, 2025, a CDSS staff member mistakenly emailed two Excel files containing participant names to three research team members, without noting that the files included personally identifiable information (PII). The team members were out of office and one opened the files on October 20, then quickly alerted the others. All recipients permanently deleted and purged the email. Urban's Tech team confirmed no further action was needed. CDSS was notified and reminded not to send PII by email. If accessed by unauthorized individuals, the data could compromise participant confidentiality.

**Assign Presenter**

Philip T Palacio, EdD, MS

**Select the chair or designee who will review this UP/AE.**

Catherine Hess, PhD

**If necessary, choose the second reviewer who needs to review this AE/UP.**

Larry Dickey, MD, MPH, MSW

**Load into IRBManager**  
**- Submitted 10/21/2025 3:57 PM ET by The System**

## Chair Review & Full Board Set-Up

### Full Board Meeting Setup

The office will complete the questions on this page and submit this form after the teleconference with the Chair regarding this reportable event is complete.

**Does the chair agree that this event needs to be reviewed?**

*No answer provided.*

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