CENTER FOR DATA INSIGHTS AND INNOVATION
CALIFORNIA HEALTH & HUMAN SERVICES AGENCY

View xForm - Project Application v6

This form is for new projects that have not been previously approved by CPHS.

Data entry
- Submitted 01/06/2026 10:52 AM ET by Annabel Stattelman-Scanlan, BA

New Submission Study Personnel

NEW CONTACT INSTRUCTIONS

February 2026 Cycle.

_____HSC Full Board Project_____

01/02/2026 • Sussan Atifeh • Internal

Researchers from the Urban Institute and UC Berkeley have submitted this New Project Application to request approval for a project involving human subjects contact. This is Phase 2 of the study titled "Evaluating California's Children's Crisis Continuum Pilot Program." Phase 1 (project 2025-170), which focused solely on a staff survey, previously received an exempt determination under Category 2. This new submission requests approval for Phase 2, which includes site visits, interviews, and focus groups.

This project (phase 2) involves site visits across California during which researchers from the Urban Institute and UC Berkeley's California Child Welfare Indicators Project (CCWIP) will conduct in-person staff interviews and youth and family focus groups.

For the staff interviews, Urban plans to interview staff from funded sites, partner service providers, and additional organizations identified in consultation with CDSS and DHCS, and counties. Approximately 6–8 staff will be interviewed during each site visit. One month before each visit, Urban will send a recruitment email to individuals identified as key staff, inviting them to participate. Interested staff will schedule an in-person meeting with the research team.

For the youth and family focus groups, each group will include approximately 4–10 participants and last about 90 minutes. Groups will be held separately for youth in foster care (or with a history in foster care) aged 18–21 and for adult family members of youth of any age. CDSS has subcontracted Think of Us (TOU) to lead recruitment for these focus groups. TOU staff, who have lived experience in the child welfare system, will work with sites and county agencies to identify

appropriate recruitment strategies. TOU's role is limited to recruitment and only Urban and CCWIP will be responsible for all data collection.

• Note:
Phase one of this study, which only covered a staff survey, received an exempt determination under Category 2. This current submission covers Phase two, which involves site visits across California.

• Data-Source Department:
NO state administrative data are requested or accessed for Phase 2; all information is collected directly from participants during interviews and focus groups.
A LOS from CDSS is attached that indicates no data sharing from CDSS to the PIs of this project

• PROJECT SITE
---Urban Institute—A DSL from Urban Institutes is attached.
---UC Berkeley research team members will be among the researchers conducting the focus groups and will have access to the deidentified notes—A DSL from UCB is attached.

• FUNDING
Yes, State Funded by CDSS (Assembly Bill 153 (Chapter 86, Statutes of 2021) WIC Sections 16550-16556 through the California Department of Social Services)

• Linkage:
No

• End-Product:
Findings from this site visit will be incorporated into an interim report and a final report, both of which will be submitted to CDSS and DHCS and subsequently made publicly available on CDSS's and Urban's websites. The interim report will also be submitted to the California State Legislature Assembly and Senate Committees on Human Services. Findings may also be published in peer-reviewed journals and presented at webinars and conferences.

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Dear Researchers: This project should be scheduled to be discussed in the next CPHS full board meeting to be held on February 6, 2026. Please check all pages of the application (scroll down to see the entire page), address the comment(s), and resubmit the application. Thanks,

01/02/2026 • Sussan Atifeh • *Not* Internal • Resolved

If personnel are not found by their email address while trying to complete the following questions, you can add them in the system with the link below. Click on the "New Contact Form" and complete it. Within a few minutes of completing the form, you will receive an email notifying you of the availability of the new contact. You should then be able to add them in the subsequent questions.

User had the option to start a different form here.

PRINCIPAL INVESTIGATOR (PI)

Enter the Principal Investigator's email address.

Sarah Benatar, PhD

Email: SBenatar@urban.org **Business:** (202) 421-5480

Choose the institution with which the PI is affiliated (not the location at which the research is being conducted).

Urban Institute

Enter the city in which the PI's institution is located.
Washington

Enter the state in which the PI's institution is located.

Start typing in the state name to select the name from the list.
Washington DC

Attach a copy of the PI's Curriculum Vitae.

Benatar CV PI Curriculum Vitae

Deleted Attachments: 1 (Most Recent: Benatar CV on 01/04/2026 10:31 PM ET)

CO-PRINCIPAL INVESTIGATOR (CO-PI)

Enter the Co-PI's email address by clicking on the "Add Contact" button.

If there are multiple co-principal investigators, repeat this action for all Co-PIs. If there are no Co-PIs for this project, skip this question.

Bridgette Lery, PhD

Email: BLery@urban.org **Business:** (202) 261-5969

Attach a copy of each Co-PI's Curriculum Vitae.

Lery CV Co-PI Curriculum Vitae

Deleted Attachments: 1 (Most Recent: Lery CV on 01/04/2026 10:31 PM ET)

ADMINISTRATIVE CONTACT

Enter the email address(es) for the administrative contact(s). If you are the administrative contact, enter your email address, and enter anyone else you want listed as an administrative contact.

Laura Packard Tucker, MS

Email: LPackardTucker@urban.org **Business:** (202) 261-5918

RESPONSIBLE OFFICIAL (RO)

Enter the RO's email address.

*The RO **cannot** be the same person as the PI or Co-PI. The RO must have supervisory authority, in the administrative structure of the institution, over the PI.*

Signe-Mary Mckernan, PhD

Email: SMckernan@urban.org **Business:** (202) 261-5330

OTHER RESEARCH STAFF

Enter the email address for any other research staff by clicking the "Add Contact" button.

Repeat this action for all other research staff not previously provided on this screen that should receive notifications about this project. If there are no additional research staff, skip this question.

Mattie Mackenzie Liu, Phd
Email: mmackenzieliu@urban.org **Business:** (812) 322-5219

Annabel Stattelman-Scanlan, BA
Email: astattelmanscanlan@urban.org **Business:** (608) 960-3406

Andrea Eastman, PhD
Email: Andrea.eastman@usc.edu **Business:** (925) 408-2793

Anthony Gomez, MSW
Email: anthonygomez@berkeley.edu **Business:** (619) 817-7911

Daniel Webster, PhD
Email: dwebster@berkeley.edu **Business:** (510) 290-6779

Mark Courtney, PhD
Email: markc1957@berkeley.edu **Business:** (206) 327-0474

Check for PI same as RO (internal only question) *(Internal)*

False

Project Information

SUBMITTER

Application completed by:

Annabel Stattelman-Scanlan, BA
Email: astattelmanscanlan@urban.org **Business:** (608) 960-3406

PREVIOUSLY APPROVED EXEMPTION

Is there a previously-approved exemption from CPHS for this project?

• INTERNAL NOTE:
Phase one of this study, which only covered a staff survey, received an exempt determination under Category 2. This current submission covers Phase two, which involves site visits across California.
A copy of the exempt application 2025-170 is attached to this note:

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2025-170 (Benatar) Exempt Determination.pdf 01/02/2026 1:37 PM ET

Yes

Enter the project number and title of the previously approved exemption.
Project 2025-170-Urban Institute (IRB) Evaluating California's Children's Crisis Continuum Pilot Program

PROJECT TITLE

You may want to add '(Phase 2)' to the end of project title to clearly distinguish this submission from the previously approved Phase 1 (Exempt) project.

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Enter the project title (please capitalize each word in your title).

Evaluating California's Children's Crisis Continuum Pilot Program - Phase 2

PROJECT SITE

Indicate the primary site at which the research will be conducted.

Please note, the main site(s) refer to the institution(s) responsible for the primary storage, receipt, and management of study data, as well as for ensuring data security and compliance with relevant regulations. This includes overseeing access controls, data encryption, and privacy safeguards. Typically, this is the Principal Investigator's and Responsible Official's institution, which houses and manages the servers through which the data is processed. Since in the case of an adverse event or loss of confidentiality, the PI and RO are accountable.

If the main site of this study is Urban Institute, please select it from the dropdown menu.

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Urban Institute

STUDY PROCEDURES

Indicate the study procedures involved in this research. Check all that apply.

Focus Groups
Interviews

TYPE OF RESEARCH REQUEST

Indicate which of the following applies to this research. Check all that apply.

*Death Data Only refers to health-related studies requesting existing mortality data from **within** the California Human Health Services Agency (CHHSA)*

*SB-13 (Information Practices Act) refers to health-related studies requesting existing data from **outside** the CHHSA (e.g. California Department of Corrections and Rehabilitation [CDCR], California Department of Education [CDE], etc.) **OR** studies requesting data **within** the CHHSA that are not state funded or involving state staff.*

Common Rule/Human Subjects refers to health-related studies that involve direct or indirect interaction with human subjects (e.g. recruitment, interviews, etc.)

*Common Rule Only refers to health-related studies requesting existing data from **within** the CHHSA (e.g. Office of Statewide Health Planning and Development [OSHPD], California Department of Public Health [CDPH], etc)*

Common rule/Human subjects

PROJECT TYPE DETAILS

Indicate which, if any, apply to this research. Check all that apply.

If the research does not involve any of following, choose "None of the above."

Minimal Risk
Consent form

VULNERABLE POPULATIONS

Indicate which vulnerable populations, if any, will be involved with this research. Check all that apply.

If vulnerable populations are not part of the research, choose "Not applicable."
Note regarding minors: in the United States, a minor is under 18 years of age. If research is conducted outside the United States, a minor is under the age of majority in the countries where research is to be conducted.

Economically or Educationally Disadvantaged Persons

FUNDING

Is this research funded?

Yes

Indicate the funding source for this project.
State funded

Enter name of state-funded source.
Assembly Bill 153 (Chapter 86, Statutes of 2021) WIC Sections 16550-16556 through the California Department of Social Services

EXPEDITED REVIEW CONSIDERATION

Please check the criteria below that you think your project meets to qualify for an expedited review. If none of these expedited criteria are appropriate for your project, choose 'not applicable'; your protocol will be reviewed by the full committee. Note that CPHS will make the final determination of whether the project meets the criteria for expedited review.

Protected Health Information/Personally Identifiable Data (PHI/PID) is defined as information in any format that identifies the individual, including demographic information collected from an individual that can reasonably be used to identify the individual. Additionally, PHI is information created or received by a healthcare provider, health plan, employer, or health care clearinghouse; and relates to the past, present, or future physical or mental health or condition of an individual, including any of the 18 HIPAA identifiers.

Note: Please be aware that individual participants may be identifiable by combining other items in the data even when none of the 18 HIPAA identifiers are present. Thus, a study may still contain PID even after removing or never acquiring the identifiers, and the investigator may still need to provide complete answers for the data security questions in the protocol.

***The Departments within the California Health and Human Services Agency (CHHSA) are: Aging, Alcohol and Drug Programs, Child Support Services, Community Services and Development, Developmental Services, Emergency Medical Services Authority, Health Care Services, Mental Health, Public Health, Rehabilitation, Social Services and Statewide Health Planning and Development.*

Not applicable

ANTICIPATED PROJECT START DATE

Projects cannot begin before they have been reviewed. The earliest possible start date is always the date of the next public meeting at which the project will be heard.

For a list of public meeting dates, see the CPHS website

02/06/2026

ANTICIPATED PROJECT END DATE

12/31/2029

Project Details

PURPOSE

Include a brief statement, less than 500 words, describing the research project. Be sure to address the background for the project, including relevant literature, the major research questions to be addressed, and the expected end product (e.g., article, report or other publications). Include the location(s) where the project will take place. The summary should be understandable to the general public.

Please name the main site(s) of your study in this section.

• The main site(s) refer to the institution(s) responsible for the primary storage, receipt, and management of study data, as well as for ensuring data security and compliance with relevant regulations. This includes overseeing access controls, data encryption, and privacy safeguards. Typically, this is the Principal Investigator's and Responsible Official's institution, which houses and manages the servers through which the data is processed. Since in the case of an adverse event or loss of confidentiality, the PI and RO are accountable.

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In 2021, the California state government passed legislation (AB2786) requiring that the California Department of Social Services (CDSS) jointly with the California Department of Health Care Services (DHCS), establish the Children's Crisis Continuum Pilot Program (CCCPP). Broadly, the purpose of the pilot program is to ensure that foster care placements, behavioral health services, and community based supportive services function as an integrated continuum of crisis care for foster youth with complex needs. The pilot provides funding for regions to create and/or enhance five components of the continuum of crisis care: Community-based supportive services, Intensive Services Foster Care Homes, Children's Crisis Residential Programs, Crisis Stabilization Units, and Psychiatric Health Facilities.

The main study site will be the Urban Institute which will be responsible for the primary storage, receipt, and management of study data, as well as for ensuring data security and compliance with relevant regulations. The Urban Institute (Urban), working with UC Berkeley's California Child Welfare Indicators Project (CCWIP), has been contracted by CDSS and DHCS to provide an evaluation of the CCCPP. This evaluation will describe what it takes to implement the CCCPP, how implementation varies across the participating sites, and the outcomes associated with the pilot initiative.

For this request, we plan to conduct a site visit across California, which will consist of both in-person interviews with site staff and focus groups with youth in the pilot's target population and their families. We plan to conduct five trips to the eight sites involved in the pilot, traveling to up to 16

counties throughout California. These trips will take place in the spring and summer of 2026 and will provide invaluable insight into the implementation of the pilot.

Findings from this site visit will be incorporated into an interim report and a final report, both of which will be submitted to CDSS and DHCS and subsequently made publicly available on CDSS's and Urban's websites. The interim report will also be submitted to the California State Legislature Assembly and Senate Committees on Human Services. Findings may also be published in peer-reviewed journals and presented at webinars and conferences.

MAJOR RESEARCH QUESTION

What is the major research question to be addressed in this project?

Our research questions include: Who is CCCPP serving? How is CCCPPP planned to be implemented? How is CCCPPP being implemented? What helps or hinders CCCPP implementation?

STUDY PROCEDURES

Describe in detail all procedures for this research. Do not attach grant applications or similar documents. Information in this application must be sufficient to fully explain the procedures without such documents

You have attached one Data Security Letter (DSL) from Urban Institute in the related section of this application. However, this application also lists researchers from UC Berkeley/CCWIP as part of the study team. If any UC Berkeley personnel will have access to identifiable or originally identifiable data, including interview recordings, notes, transcripts, or de-identified files that retain variables originally derived from identifiable data, CPHS requires a separate Data Security Letter from UC Berkeley following the format specified on the CPHS website.

Please clarify in this section whether UC Berkeley researchers will access the study data. If so, please upload a UC Berkeley DSL in the Data Security Letter (DSL) section.

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Also, please explain briefly in this section how Dr. Eastman from USC access the data.

01/02/2026 • Sussan Atifeh • *Not* Internal

Please confirm in this section that "This study (Phase 2) does not use any state administrative data, and all information is collected directly from participants through interviews and focus groups."

Thanks.

01/02/2026 • Sussan Atifeh • *Not* Internal • Resolved

This study (Phase 2) does not use any state administrative data, and all information is collected directly from participants through interviews and focus groups. Below, we detail the study procedures related to those (1) staff interviews and (2) youth and family focus groups.

1. Staff Interviews:

We plan to conduct interviews with staff from funded sites, partner service providers per the grant agreements, and any additional organizations to be

determined in consultation with CDSS and DHCS and with the counties during previous key informant interviews. We plan to speak with approximately 6-8 staff during each site visit. We may interview additional staff at larger pilot sites.

One month before the site visit, we will send a recruitment email to individuals who have been identified as key staff in each pilot site. This email will include information about the Urban Institute, our funder, the evaluation, and the site visit. It will invite the recipient to participate in an interview with researchers or forward this email to other staff who may be interested in participating. The email will also contain information about informed consent, describe our plans to anonymize and aggregate the information shared with us, and emphasize that interview participation is voluntary.

After receiving a response from an interested staff member, team members will work with them to schedule an in-person meeting in a private location during the site visit.

As presented in the core interview protocol (see attachment), we will ask participants a series of questions during a 60-minute period. The interviews will be conducted during the same site visits as the focus groups in the spring and summer of 2026.

Before starting the interviews, we will provide participants with an overview of the study and will review the verbal consent process also found in the core interview protocol (attached). After participants consent to the study, we will ask them if we can record the interviews using encrypted recorders. One senior researcher will facilitate each interview another researcher will take detailed, deidentified notes; and an Urban researcher will record the interview if the participants agree to a recording. UC Berkeley research team members will be among the researchers conducting the focus groups and will have access to the deidentified notes.

2. Youth and Family Focus Groups:

Each focus group will include approximately 4-10 participants and last approximately 90 minutes. At each site, we will aim to have one to two focus groups that will either consist exclusively of youth in foster care (or with history in foster care) aged 18-21 or adult family members of youth of any age.

We will keep each of these groups separate. It is critical that we gain the perspectives of young people and their families. To understand how and how well the pilot is being implemented, we need to understand their needs, opinions, and experiences of services in the site.

CDSS has subcontracted with Think of Us (TOU) to conduct youth and family focus group recruitment—which will be led by TOU staff who have been directly impacted by the child welfare system, TOU works closely with youth in foster care and is a trusted partner across the national child welfare field. TOU has been hired by CDSS to support recruitment of focus group participants given their close ties to the community. As is best practice, TOU

will work with sites to identify the best recruitment strategies but will likely connect and partner with county agencies to recruit participants.

Though TOU will lead focus group participant recruitment, Urban and our research partners at CCWIP will be solely responsible for data collection. As presented in the core focus group protocol (see attached), we will ask focus group participants a series of questions during a 90-minute period. The focus groups will be conducted during the same site visits as the staff interviews in the spring and summer of 2026.

Before starting each focus group, we will provide participants with an overview of the study and will review the consent form. After participants consent to the study, we will remind participants that we will be recording the focus groups using encrypted recorders and allow people to leave should they have changed their mind about participating.

One senior researcher will facilitate each interview, another researcher will take detailed, deidentified notes; and an Urban researcher will record the interview. UC Berkeley research team members will be among the researchers conducting the focus groups and will have access to the deidentified notes.

Please upload here any tables or charts related to your study procedures and any materials (such as surveys or interview questions) that will be presented to participants.

CCCPP Focus Group Protocols 12.18.25.docx	Misc/Other
CCCPP Staff Interview Protocols 12.26.25.docx	Misc/Other

Deleted Attachments: 2 (Most Recent: CCCPP Staff Interview Protocols 12.26.25.docx on 01/04/2026 10:31 PM ET)

RECORDING

Will audio or video recording occur?

Yes

Describe how the recordings will be maintained during and upon completion of the project. Describe what will become of the recordings after use (e.g., shown at scientific meetings, erased, etc.).
Encrypted recorders used in focus groups and interviews will either be kept in possession of Urban team members or locked in a hotel safe while traveling. Recordings will only be uploaded over secure networks.

Once connected to a secure internet source, an Urban research team member will upload recordings to a secure drive, via either the Urban VPN or using an Urban secure virtual desktop. Access to the confidential secure drive will be limited to team members who have signed the project's pledge of confidentiality and who need access to conduct analyses. Cleaned and deidentified notes will be stored on Box, a secure content management platform for storage and file sharing.

All project data will be destroyed before April 30, 2029. Electronic files will be deleted, and hard drives will be checked for backup files, which if found, will also be securely deleted through a PGP shredder withing Symantic Encryption Desktop. The research team will ensure that the site visit participants' names, contact information, and email correspondence will be deleted 1 year after the final publication is released.

DECEPTION

Will deception be used in this study?

No

CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY (CHHSA) DEPARTMENTS LIST

Indicate any of the following CHHSA department(s)' involvement in providing research staff, funding and/or patients from State mental hospitals for this project.

DCSS: Department of Child Support Services
DHCS: Department of Health Care Services

Study Population

POPULATION DESCRIPTION

Provide a full description of how human subjects will be involved in the research. Address characteristics of subjects such as: age; sex; ethnicity; and number of participants. Include requested participant number.

Staff interviews:

We plan to speak with county social workers, supervisors, and program directors. We also plan on speaking with other agency staff involved with the pilot program such as those on intensive transition planning (ITP) teams and other interdisciplinary collaborators. Staff must be over the age of 18 to participant in an interview. We plan on conducting interviews with roughly 48-64 individuals (i.e., 6-8 people in each of the 8 sites).

Focus Groups:

We plan to recruit for two types of focus groups.

1. Individuals who would have been eligible for the program had it been implemented during their time in care/time of need but are unlikely to be included in early implementation. This will allow us to understand youth experiences prior to pilot implementation. To reach this group, we will focus on young adults (18–21-year-olds) who meet these criteria:
- Would have met the eligibility requirements of the target population for the CCCPP while they were in care
- Are not diagnosed with intellectual disabilities that may interfere with their ability to provide informed consent or fully participate in focus groups
- Reside within the CCCPP region (e.g., an out of state placement, are not involved in juvenile justice)

2. Adult family members of youth who would have been eligible for the program had it been implemented during their time in care/time of need.

Our working definition of family members includes relatives of individuals in the target population, such as parents, aunts, uncles, grandparents, siblings, and extended family, as well as fictive kin who are not biologically or legally related to target population youth but have a close, familial bond. All family members must be older than 18 years of age. Focus groups for young adults and focus groups for family members will be held separately. We will clarify for both groups that what they share will not be shared with anyone in the other group.

For both of these focus groups we aim to ensure representativeness. One of the primary ways we are working towards equitable representation is by going to all sites across the state. By doing so we will run focus groups in areas with different racial and ethnic compositions, differing rurality, and primary language. By reducing their barriers to entry by going to them, we hope to properly capture youth and families from racial and ethnic groups,

and backgrounds that are over-represented in foster care. We have Spanish language capabilities on our team and those researchers are assigned to regions with greater concentrations of Spanish speakers.

We plan on conducting focus groups with roughly 64-160 individuals (i.e., 4 to 10 participants in each focus group in each site) over the course of this site visit.

RATIONALE

What is the rationale for studying the requested group(s) of participants?

Conducting interviews with staff members implementing the pilot program will allow us to collect valuable information about the population being served and plans for implementation.

Conducting focus groups with adults who would have been eligible for the pilot and family members of individuals in the target population will give us insight into the context in which CCCPP is being implemented and the experiences of this population.

RECRUITMENT DETAILS

Describe how potential subjects will be identified for recruitment. Examples include: class rosters; group membership; individuals answering an advertisement; organization position titles (e.g., presidents, web designers, etc.). How will potential participants learn about the research and how will they be recruited (e.g., flyer, email, web posting, telephone, etc.)?

Important to remember: subjects cannot be contacted before IRB approval.

Staff Interviews:

The team will have contact information for program directors/managers in each site as a result of previous key informant interviews, site workplans, and quarterly reports shared with the team from CDSS and DHCS. Since these county government staff are public servants, there is no expectation that their work email address or positions are private. If we are unable to identify the current program managers or directors through the methods described above, we may search for publicly available contact information on the county's websites. We will also work with CDSS and DHCS to identify a point-of-contact and obtain their contact information if the individuals we reach out to are no longer with the county, have moved into a different role, or are not available. We will rely on these program managers and directors for contact information for pilot staff, direct service staff, and case workers.

For interviews with staff at partner service providers and other organizations participating in pilot implementation, we will also follow a similar method as outlined above. Many of the site workplans list individuals involved in their site's pilot implementation, their role, and their contact information. We will start with those lists and work with CDSS, DHCS, and our contacts in each site to identify and prioritize which individuals to invite to participate in interviews. As a final potential recruitment method, since many involved organizations have websites with publicly available contact information, we may also reach out to contacts through a website search as well if our other methods prove unsuccessful.

One month before the site visit, we will send a recruitment email to individuals who have been identified as key staff in each pilot site (see attached). This email will include information about the Urban Institute, our funder, the evaluation, and the site visit. It will invite the recipient to participate in an interview with researchers or forward this email to other staff who may be interested in participating. The email will also contain information about informed consent, describe our plans to anonymize and aggregate the information shared with us, and emphasize that interview participation is voluntary.

After receiving a response from an interested staff member, team members will work with them to schedule an in-person meeting in a private location during the site visit.

If no response is received after one week, we will send a follow up email (see attached).

Focus Groups:

CDSS has subcontracted with Think of Us to conduct youth and family focus group recruitment. Think of Us will lead focus group recruitment, in consultation with the research team. They will work with sites to identify the best recruitment strategies and work with county partners to ensure that recruitment reaches youth/families across racial and ethnic groups, and that non-English speakers have equal opportunity to participate.

Throughout this process, the research team will have the ability to comment on Think of Us' strategies to ensure that they are protecting privacy and ensuring recruitment communications do not coerce participants and that they simply share information about the opportunity. In our trainings with TOU we will emphasize the importance of diversity. We will require TOU to include information about the content of the focus groups, the voluntary nature of participation, our pledge of confidentiality and the fact that we will be recording focus groups for note taking purposes only. We will also provide TOU with draft recruitment materials, including email language, a fact sheet, and a flyer (see attached).

We will also monitor TOU recruitment to make sure that recruitment communications stay informational and not persuasive or coercive. We will require all recruitment scripts/emails clearly state that services, benefits, or case status will not be affected by saying yes or no.

They will also consult with child welfare agencies to ensure the research team will provide the appropriate and necessary resources and accommodations for focus group participants to minimize any participation barriers that affect certain groups surrounding such things as transportation or family care needs, and resources for follow up if additional support is needed following our conversations.

Attach copies of all recruitment materials.

CCCPP Consent to be Contacted.docx	Recruitment Materials
CCCPP Focus Group Recruitment Flyers.pptx	Recruitment Materials
CCCPP Focus Group Recruitment Script.docx	Recruitment Materials
CCCPP Focus Group Reminder Call Script.docx	Recruitment Materials
CCCPP In Person Focus Group Fact Sheet.docx	Recruitment Materials
CCCPP In Person Focus Group Recruitment Email .docx	Recruitment Materials
CCCPP Staff Recruitment Email.docx	Recruitment Materials

Deleted Attachments: 9 (Most Recent: CCCPP Staff Recruitment Email.docx on 01/04/2026 10:31 PM ET)

SCREENING

Will subjects be screened prior to entry into the research?

Yes

Please address the criteria for exclusion and inclusion in the research during the screening process. Provide reasons for not including women or minorities. Provide justification for including vulnerable populations such as children or prisoners. Please also provide a statement regarding what will happen to the information collected about the individual should they not enter into the study.
For the focus groups with young adults, we plan to recruit individuals who would have been eligible for the program had it been implemented during their time in care/time of need but are unlikely to be included in early implementation. This will allow us to understand youth experiences prior to pilot implementation. To reach this group, we will focus on older teens (18–21-year-olds) who meet these criteria:

1. Would have met the eligibility requirements of the target population for the CCCPP while they were in care

2. Are not diagnosed with intellectual disabilities that may interfere with their ability to provide informed consent or fully participate in focus groups

3. Reside within the CCCPP region (e.g., an out of state placement, are not involved in juvenile justice)

For the focus groups with family members, we plan to recruit adult family members of youth who would have been eligible for the program had it been implemented during their time in care/time of need. Our working definition of family members includes relatives of individuals in the target population, such as parents, aunts, uncles, grandparents, siblings, and extended family, as well as fictive kin who are not biologically or legally related to target population youth but have a close, familial bond. All family members must be older than 18 years of age.

We will not be collecting information on people who do not enter the study.

COMPENSATION

Will subjects be compensated for participating in the study?

Yes

Compensation type
Gift card

Explain the amount and schedule of compensation that will be paid for participation in the study. Include provisions for prorating payment. The amount should not be coercive.
Participants of staff interviews will not be compensated for participating in the study.
As a thank you for their participation the Urban team will provide focus group participants a $75 gift card. Incentives will be given to participants in person for in-person focus groups. All focus group participants will receive the monetary incentive if they show up for the focus group, regardless of if they end up not participating in the focus group due to consent reasons or having to leave early.

STUDY DURATION

Estimate the probable duration of the entire study. This estimate should include the total time each subject is to be involved and the duration of each data collection about the subject.

E.G., This is a two-year study. Participants will be interviewed three times per year; each interview will last approximately two hours. Total approximate time commitment for participants is 12 hours.

This site visit is part of a five-year evaluation. For this site visit, staff will be interviewed for approximately 1 hour and focus groups will last approximately 90 minutes.

Risks and Benefits

RISK DESCRIPTION

Provide a description of possible risks to participants: physical, psychological, social, economic, loss of data security, and/or loss of confidentiality. Describe and justify whether the research is minimal risk or greater than minimal risk.

Anticipated risks during these interviews and focus groups are minimal. By conducting interviews in-person, the only increased risk to participants is the possibility of contracting an illness, which will be minimized. Research team members will not travel to participate in the site visit if sick, and if they are feeling ill in any way on-site, they will not participate in focus groups or interviews. If any participants in in-person data collection say they are feeling ill they will be asked to cease participation and receive compensation. We are confident that these protocols for in-person data collection will mitigate risks surrounding the spread of illness and create a safe environment for research staff and participants. We will consult the CDC's NHSN to identify the prevalence/levels of influenza, COVID-19, and RSV infections in hospitals in the area to be visited in person as well as the CDC's NWSS to determine the levels of influenza, COVID-19, RSV, and MPOX that have been detected in wastewater in the area. If hospital or wastewater indicators of infectious respiratory disease in the study area show an upward trend or raise concern during the week prior to the start of in person data collection, we will revert to virtual interviews and update our recruitment materials as needed.

We will also work to keep interview and focus group participants' identities confidential and will not provide any individually identifying information in publications. All potentially identifying documents with will be stored on encrypted confidential drives and we will aggregate all information in analyses.

It is possible that, by virtue of the positions of staff interview participants, they will be associated with some of the information they provide. We will clarify that participants could face reputational risk if others are able to identify who made specific statements. We will also explicitly state during the consent process that they do not need to answer any questions they are not knowledgeable about or that make them uncomfortable.

Due to the sensitive nature of focus group participants' lived experiences, some individuals may have shared experiences that elicit some emotional stress (in either an in-person or virtual focus group setting). If someone noticeably experiences or later shares that they were experiencing emotional distress during a focus group, we will immediately connect them with TOU and any other relevant partners to provide additional resources and information to support these participants. Another risk we will explain to participants is that we cannot guarantee other focus group members will not share what they heard outside the group.

We will be asking participants about their experience with their county's child

welfare agency and the services they have been offered. This is a sensitive subject which may make people uncomfortable or may provoke an adverse impact on the mental health of a participant because they may feel forced to reveal their own personal hardships. Focus group conversations will focus on staff and services, shying away from personal questions leading to discussing a participant's current situation. We will explicitly state during the consent process that participants do not need to answer any questions they are not knowledgeable about or that make them uncomfortable.

AUDIO/VIDEO RECORDING RISKS

State if audio/video taking could increase potential risk to subject's confidentiality.

All audio recording will only be used for the purpose of cleaning focus group and interview notes. Recording devices will be stored securely, and audio recordings will be uploaded, stored, and viewed securely. As a result, recording audio will not increase potential risk to subjects' confidentiality.

MEDICAL SERVICE RISKS

Describe how medical services will be provided if subjects suffer adverse mental or physical effects as result of research activity. If no services provided, state that clearly.

Due to the sensitive nature of participants lived experiences, some individuals may have shared experiences that elicit some emotional stress (in either an in-person or virtual focus group setting). If someone noticeably experiences or later shares that they were experiencing emotional distress during a focus group, we will immediately connect them with TOU and any other relevant partners to provide additional resources and information to support these participants.

INTERNATIONAL RESEARCH

Will this research occur outside of the United States or U.S. territories?

Check with client to see if they consider territories to be outside the U.S. or not, as this can vary between institutions.

No

LESS RISKY METHODS

Describe any less risky methods and why they are not being used.

Conducting interviews and focus groups virtually may be considered a less risky method due to the reduced risk of the spread of illness.

Our research team strongly believes in the importance of conducting in-person site visit focus groups and individual interviews. We believe in-person focus groups will allow for a better understanding of the programmatic differences surrounding more complex, nuanced decision making and service receipt within each county. More importantly, the in-person setting can help participants reflect on shared experiences and considerations in a group environment.

The group setting can help participants feel more at ease when sharing about their personal experiences related to a sensitive topic. And in-person interactions will allow for a more comfortable, respectful conversation than often occurs online where faces may be obscured, sound quality compromised, and body language inaccessible. In-person data collection allows us to ensure that these conversations are occurring in a private location where they cannot be overheard.

In-person focus groups will eliminate any technology barriers for participants who may not have access to reliable WIFI or who may not be digitally literate or comfortable participating in a virtual focus group. Thus, conducting in-person focus groups is a more equitable approach that ensures that all participants can partake in these conversations and are comfortable doing so. this format will allow us to observe how participants visibly response to answers, interact with one another, and benefit from the shared community experience.

Regarding the benefit of in-person individual interviews, meeting with the research team face to face provides a more private environment for agency officials and service provider staff, since many staff are unlikely to have their own private offices. Conducting these interviews in person will help participants may feel more comfortable and inclined to share more information, criticisms and insights about the CCCPP than in a virtual setting. Additionally, we know county staff and many service providers are back in the office in-person at least part-time, so conducting interviews in-person is in keeping with staff's current working norms.

BENEFITS

Describe the benefits, if any, to the subjects or to society that will be realized as a result of this project. Discuss the benefits that may accrue directly to the subjects as well as to society. If there is no direct benefit anticipated for the subjects, state that clearly.

Staff interviews:

In-person interviewees will not directly benefit from this work but may experience indirect benefits associated with being given the opportunity to speak about the work they do.

Participating in the study may also help interviewees feel like they are contributing to the improvement of the program they are helping to administer. Since these interviewees are involved in the implementation and coordination of their site's program, there are direct benefits to sharing these recommendations and ways that sites can improve their CCCPP. The information shared with participants may also provide new opportunities for resource sharing and innovations with program implementation across the state. Additionally, the findings are intended to lead to program and service coordination improvements, which would ultimately and positively impact youth and children who receive these services. Discussing service delivery experiences and suggested improvements in a private, in-person setting can elicit candid responses that in turn can have a direct impact on the way the program operates. We tell interviewees that what we learn during these staff interviews will be summarized to present to CDSS, DHCS, and other stakeholders including county leadership, meaning their feedback is taken into consideration when administrators determine what can be improved. Ultimately, information gleaned from the interviews will inform program improvements throughout and following the evaluation. If changes are implemented based on recommendations, staff respondents will see and benefit from them as they continue to administer the program.

Focus Groups:

In-person focus group participants will not experience any benefit from this research but may incur some indirect benefits from sharing their experiences. For example, they may appreciate the following:

- Being asked to share their experiences and perspectives is validating. Being in-person, with guaranteed privacy and moderated respect, is essential for creating a space where it feels safe to share.
- In-person groups create a space for program participants to share resources with and feel supported by one another. It is important for these interactions to take place in person, as technological mishaps during virtual focus groups can distort audio and make it hard to understand what participants are saying. These challenges can have a direct impact on participants, as they then may not learn about other programs or services that are beneficial to them.

- Participating in the study helps participants feel like they are contributing to the improvement of a program for themselves and others. Discussing participant experiences and suggested improvements can have a direct impact on the way the program operates. We tell participants that what we learn during these focus groups and staff interviews will be summarized and presented to CDSS, meaning their feedback is taken into consideration when program leaders are determining what can be improved. This can make participants feel empowered and that their voices matter. Ultimately, information gleaned from the focus groups will inform continuous program improvements throughout and following the evaluation, during which participants may continue to receive and benefit from improved services.
- The final potential benefits for participants relate to the findings of the evaluation. The study's goal is to evaluate the pilot program and highlight potential improvements, so since some of the participants may still be receiving or involved in their site's programming, there are some potential direct benefits that those participants would experience as a result of the study's findings. Additionally, participating in a focus group may provide a direct benefit to participants knowing that they contributed to the improvement of the program.

Societal Benefits:

Findings from this site visit will be incorporated into an interim report and a concluding report, both of which will be submitted to CDSS and DHCS. The interim report will also be submitted to the California State Legislature Assembly and Senate Committees on Human Services. As a result, this site visit will benefit California's child welfare system by providing insight into the implementation and impact of the pilot program. California state legislators and agencies will be able to use the conclusions from this evaluation to improve the experiences and outcomes of foster youth with complex needs.

Findings will be made publicly available on CDSS's and Urban's websites and may also be published in peer-reviewed journals and presented at webinars and conferences. Consequently, our conclusions will become part of the knowledge base regarding how to best serve foster youth with complex needs both inside and outside of California. We consider this a direct societal benefit.

JUSTIFICATION OF RISKS

Explain why study risks are reasonable in relation to the potential benefits to subjects and to society.

Given the minimal risks to focus group and interview participants and the various benefits to subjects and society, we believe the aforementioned risks are justified.

Adminstrative Safeguards

PERSONALLY IDENTIFIABLE DATA (PID) INSTRUCTIONS

Protected Health Information/Personally Identifiable Data (PHI/PID) is defined as information in any format that identifies the individual, including demographic information collected from an individual that can reasonably be used to identify the individual. Additionally, PHI is information created or received by a healthcare provider, health plan, employer, or health care clearinghouse; and relates to the past, present, or future physical or mental health or condition of an individual, including any of the 18 HIPAA identifiers.

Note: Please be aware that individual participants may be identifiable by combining other items in the data even when none of the 18 HIPAA identifiers are present. Thus, a study may still contain PID even after removing or never acquiring the identifiers, and the investigator may still need to provide complete answers for the data security questions in the protocol.

If the researcher demonstrates that he or she is unable to comply with any of the requirements below, he or she may request an exception from these requirements. The researcher should indicate any measures that will be taken to address this requirement. The exception request should be made in the text box of the corresponding requirement. An exception will only be granted if the researcher can demonstrate that adequate alternative measures have been taken to minimize risks so as to justify the exception.

HIPAA IDENTIFIERS

Please identify which HIPAA Identifiers you plan to request as part of your submission.

Name

TRAINING PROCEDURES

Describe the procedures for training all research staff who have access to PID on privacy and security. Indicate if staff are required to sign a confidentiality statement related to general use, security, and privacy.

All Urban staff are required to complete training on protecting the rights and welfare of human subjects, including the minimization of risks. All members of the evaluation team are required to sign a confidentiality statement.

STAFF VETTING PROCEDURES

Describe procedures, either background check or thorough reference check, for vetting staff who will have access to PID.

All research staff have undergone a thorough background check after they were hired at the Urban Institute or CCWIP. This process is initiated by the organization's human resources office and contracted out with an organization that provides background check services.

SUPPORT LETTER

Obtain and submit a department support/data release letter.

This is a statement from the state agency or department you are receiving data from. It must be on that agency's/department's letterhead and should include both

1) *that the release of the desired data is legal and*

2) *that the entity is willing to release the desired data to you, the researcher. If you are not receiving data, this letter should indicate that you are supported.*

***For VSAC requests, if you do not have a Departmental Letter of Support (LOS)/Data Release, you may upload a copy of the Data Request Form (application) from the department to secure a review for the upcoming cycle. The protocol will not be approved until the LOS is uploaded to the protocol.*

Please also review the CPHS Statement for Birth and Death Data.

CCCPP_CDSS Letter of Support.pdf Department Letter of Support

Deleted Attachments: 3 (Most Recent: CCCPP_CDSS Letter of Support.pdf on 01/04/2026 10:31 PM ET)

PREVENTING RE-USE AND UNAUTHORIZED ACCESS

Explain how you will ensure that data will not be reused or provided to any unauthorized person or entity.

Unauthorized means that the person or entity does not have a need to access the data for purposes of the research project approved by CPHS.

Only members of the evaluation team will have access to the data being collected as a part of this study. All researchers working on the project, will sign a confidentiality pledge. The project will maintain a file containing copies of all the signed confidentiality pledges. Researchers will only access data files on secured, password protected PGP computers or through Urban's PGP virtual desktop.

Original data collected under this evaluation will be destroyed by April 30, 2029. The research team will be responsible for destroying the data and will contact Urban's Tech and Data department to do so. The Urban Institute will use PGP shred to permanently destroy all datasets in a way that renders them unreadable.

CONFIDENTIALITY OF PUBLISHED DATA

Indicate whether information will be published that could possibly be used to identify an individual subject.

No information that could be used to identify an individual subject will be included in any published materials. Findings will be presented in aggregate form only and will be reviewed by CDSS and DHCS prior to publication.

DATA REQUEST JUSTIFICATION

Provide adequate justifications for the quantity of the data, the years and the variables being requested. Have you requested no more than the minimum necessary data to perform the research?

In order to reduce participant burden, we have limited the scope and amount of questions to be asked in this site visit's interviews and focus groups. Participants will only be asked questions related to our research questions. Because of this, we believe we have only requested no more than the minimum necessary data to perform the research and to answer our research questions.

LIMITATIONS TO DATA ACCESS

Indicate if access to data is limited only to those with a need to know for purposes of implementing or evaluating the research.

Access to all data will be limited only to those on the research team with a need to review and analyze the data and who have signed the confidentiality pledge.

PROTECTION AGAINST SMALL CELL SIZES AND ASSOCIATED PROBLEMS

Describe appropriate and sufficient methods to protect the identity of individual subjects when small cells or small numbers and/or data linkage to another data set are involved in the research project.

Even though you plan to report only total numbers, CPHS still needs confirmation that you have a plan in case small cells appear (for example, when describing small sites or unique roles). Please briefly explain how you would suppress or combine information to ensure no cell size smaller than 11 is reported, following CalHHS de-identification guidelines.

01/02/2026 • Sussan Atifeh • *Not* Internal • Resolved

We will not be including small numbers or data linkages with these research activities. We will only report the total number of individuals who participated in interviews and focus groups. In the case small cell sizes appear, we will either suppress the data or combine with other information to ensure no cell size smaller than 11 is reported

LINKAGES

Will the data set be linked with any other data sets?

No

DESTRUCTION OF PID VERIFICATION

Indicate that you will provide CPHS with a letter certifying that PID has been destroyed and/or returned to the data source once research is concluded.

Yes

DATA SECURITY LETTER

Thank you for attaching a Data Security Letter (DSL) form Urban Institute.
However, this application also lists researchers from UC Berkeley/CCWIP as part of the study team. If any UC Berkeley personnel will have access to identifiable or originally identifiable data, including interview recordings, notes, transcripts, or de-identified files that retain variables originally derived from identifiable data, CPHS requires a separate Data Security Letter from UC Berkeley following the format specified on the CPHS website.

Please clarify in the "Study Procedures" section of this application whether UC Berkeley researchers will access the study data. If so, please upload a UC Berkeley DSL in this section.

01/02/2026 • Sussan Atifeh • *Not* Internal • Resolved

Upload a certification/statement from the Chief Information Officer, Privacy Officer, Security Officer or equivalent position of the researcher's institution that CPHS Data Security Standards are met.

- *Data security letters cannot be signed by the Principal Investigator or Responsible Official.*
- *The data security letter must be on your institution's letterhead.*
- *Example of data security letter*

CCWIP CPHS Data Security Letter GYS.pdf	Data Security Letter
CPHS Data Security Letter signed.pdf	Data Security Letter

Deleted Attachments: 4 (Most Recent: CCWIP CPHS Data Security Letter GYS.pdf on 01/05/2026 10:35 AM ET)

Physical Safeguards

DATA PROTECTION

Indicate that research records and physical samples will be protected through the use of locked cabinets and locked rooms; PID in paper form will not be left unattended unless locked in a file cabinet, file room, desk, or office.

Yes

DATA DESTRUCTION

Will data/samples will be destroyed or returned as soon as it is no longer needed for the research project.

Yes

RETAINED DATA

Will the retained data/samples have personal identifiers or be de-identified?

data will be de-identified

Explain what identifiers will be removed and how.
Focus group and interview notes may initally contain personal identifiers. All focus group and interview notes will be deidentified prior to being uploaded to Urban's secure file sharing systems. Notes will be scrubbed of all names. If any other personal identifiers are found in the notes, these will be removed as well.

DESTRUCTION METHODS

Describe how you will ensure the PID in paper form is disposed of through confidential means, such as cross cut shredding or pulverizing.

The research team does not expect to produce paper forms containing PID. Should the team need to produce any paper forms with PID we will dispose of them through the use of a cross-cut shredder located either in the locked office of a team member or in the Urban Institute building, which requires approved access before entrance.

FAXING

Describe how you will ensure that faxes with PID are not left unattended and fax machines are in secure areas.

Faxing and fax machines will not be used at all for the purposes of this project.

MAILING

Indicate whether mailings of PID are sealed and secured from inappropriate viewing; and whether mailings of 500 or more individually identifiable records of PID in a single package, and all mailings of PID to vendors/contractors/co-researchers, are sent using a tracked mailing method, which includes verification of delivery and receipt, such as UPS, U.S. Express Mail, or Federal Express, or by bonded courier.

Mail will not be used at all for the purposes of this project.

ELECTRONIC STORAGE

State whether PID in paper or electronic form, e.g., stored on laptop computers and portable electronic storage media (e.g., USB drives and CDs), will ever be left unattended in cars or other unsecured locations.

PID in paper or electronic form will never be left unattended in cars or other unsecured locations.

PHYSICAL STORAGE

Describe whether facilities, which store PID in paper or electronic form, have controlled access procedures, and 24 hour guard or monitored alarm service.

Urban’s office building includes 24-hour guard security and has controlled access, where only authorized personnel are allowed in the building and requires key card access on each floor.

SERVER SECURITY

Provide a description of whether all servers containing unencrypted PID are housed in a secure room with controlled access procedures.

All PID will be encrypted. Should for any reason the research team will need to produce any physical copies of PID, these copies will exist in a secure location that is locked and away from others, such as a locked cabinet in a researcher's office.

STORING IDENTIFIERS

Indicate whether identifiers will be stored separately from analysis data.

PID will be stored separately from analysis data. Notes from interviews and focus groups will be cleaned, supplemented with information from recordings if necessary, deidentified, and then stored separately.

DISK STORAGE

State whether all disks with PID will be destroyed.

All disks with PID will be destroyed.

Electronic Safeguard

COMPUTER ACCESS OVERVIEW

State whether all computer access will be protected through the use of encryption, passwords, and other protections.

All computer access will be protected through the use of both encryption and passwords.

FIPS 140-2 COMPLIANCE: WORKSTATIONS

Indicate whether all workstations that contain PID have full disc encryption that uses FIPS 140-2 compliant software. If not, explain why not and what encryption will be used.

All workstations that contain PID have full disc encryption that uses FIPS 140-2 compliant software.

FIPS 140-2 COMPLIANCE: LAPTOPS

Indicate if all laptops that contain PID have full disc encryption that uses FIPS 140-2 compliant software. If not, explain why not and what encryption will be used.

The research team will use their organization's provided laptops to access any PID. These laptops have full disc encryption that uses FIPS 140-2 compliant software.

FIPS 140-2 COMPLIANCE: REMOVABLE MEDIA DEVICES

Indicate if PID on removable media devices (e.g. USB thumb drives, CD/DVD, smartphones, backup recordings) are encrypted with software that is FIPS 140-2 compliant.

The research team will use encrypted recorders with software that is FIPS 140-2 compliant.

SECURITY PATCHES

Indicate if all workstations, laptops and other systems that process and/or store PID have security patches applied in a reasonable time frame.

All workstations, laptops and other systems that process and/or store PID have security patches applied a reasonable time frame. The Urban Institute has a Data Security and Technology team that works quickly to address any security issues.

PASSWORD CONTROLS

Indicate if sufficiently strong password controls are in place to protect PID stored on workstations, laptops, servers, and removable media.

Sufficiently strong password controls are in place to protect PID store on workstations, laptops, servers, and removable media. All passwords must be at least 8 characters long and staff are advised to change passwords every 90 days.

ELECTRONIC SECURITY CONTROLS

Indicate if sufficient system security controls are in place for automatic screen timeout, automated audit trails, intrusion detection, anti-virus, and periodic system security/log reviews.

Sufficient system security controls are in place for automatic screen timeout, automated audit trails, intrusion detection, anti-virus, and periodic system security/log reviews. Researchers lock their screen any time they are away from their desk for less than an hour and log out entirely if they are away for more than an hour. Two factor authentication using Duo Mobile is also used every time a researcher logs into their organizational accounts.

FIPS 140-2 COMPLIANCE: ELECTRONIC TRANSMISSION

Explain whether all transmissions of electronic PID outside the secure internal network (e.g., emails, website access, and file transfer) are encrypted using software which is compliant with FIPS 140-2.

All transmissions of electronic PID outside the secure internal network are encrypted using software which is compliant with FIPS 140-2. FTPS is used for any external file transfers.

INTERNET ACCESSIBILITY

Note if PID in an electronic form will be accessible to the internet.

No PID will ever be accessible to the internet.

DISPOSING OF PID

When disposing of electronic PID, indicate whether sufficiently secure wiping, degaussing, or physical destruction will be used.

Secure wiping will be used to dispose of electronic PID. All PID will be PGP shredded and any files containing the PID will be wiped.

Conflict of Interest Information

CONFLICT OF INTEREST (COI) INSTRUCTIONS

A COI is defined as any financial or other relationships of the researcher(s) or the institution that could be perceived as affecting the objective conduct of the research, including the interpretation and publication of the findings. Researchers must disclose any COI, including perceived COI.

Financial relationships to be disclosed include but are not limited to the following:

- **Present or anticipated ownership of stock, stock options, or other financial obligations of the source of funding.**
- **Receipt or expectation of payment of any sort in connection with papers, symposia, consulting, editing, etc. from the source of funding.**
- **The sale or licensing or anticipated sale or licensing of medical or other products or intellectual property, such as patents, copyrights, or trade secrets to the source of funding or other entities.**
- **Any past, present or anticipated receipt of money or other valuable consideration from the source of research funding by the researcher(s), the family of the researcher(s), the research institution, or by an institution in which the researcher(s) or the family of the researcher(s) has an interest as owner, creditor, or officer.**

DISCLOSURES

Does any member of the study team, members' spouses, or members' dependent children have any significant financial interests related to the work to be conducted as part of the above-referenced project?

No

Informed Consent Procedures

INFORMED CONSENT PROCEDURES

Provide a description of procedures to be used in obtaining and documenting informed consent from participants.

See instructions and examples on CPHS website.

Staff interviews:

Before starting the interviews, we will provide participants with an overview of the study and will review the verbal consent process also found in the core interview protocol (See attached). This overview will explain that consent is being sought for an evaluation of CCCPP and that participation is voluntary. The interview facilitator will state that the interview will last 60 minutes and provide an explanation of its purpose and procedures. They will also explain any foreseeable risks and/or benefits for the program participant. If participants consent to be interviewed, we will ask them if we can record the interviews using encrypted recorders. One senior researcher will facilitate each interview another researcher will take detailed, deidentified notes; and an Urban researcher will record the interview if the participants agree to a recording.

Youth and Family focus groups:

Before starting each focus group, we will provide participants with an overview of the study (See language attached) and will review the consent form (Attached). This overview will explain that consent is being sought for an evaluation of CCCPP and that participation is voluntary. The focus group facilitator will state that the focus group will last 60 minutes and provide an explanation of its purpose and procedures. They will also explain any foreseeable risks and/or benefits for the program participants. If participants consent to the study, we will remind participants that we will be recording the focus groups using encrypted recorders and allow people to leave should they have changed their mind about participating. One senior researcher will facilitate each focus group, another researcher will take detailed, deidentified notes; and an Urban researcher will record the focus group.

CONSENT FORMS

Attach copies of consent forms and any other documents or oral scripts used to inform potential research subjects about the study. See examples of consent and assent forms on the CPHS website.

Be sure to include a concise explanation of key information for participants at the beginning of your consent form, as shown in the examples on the website. Also attach the Participant's Bill of Rights (download the revised version from the same CPHS website). CPHS may approve the use of a consent procedure which does not include, or which alters, some or all of the elements of informed consent. If a waiver or alteration of informed consent is being requested, attach a document that explains how all of the criteria below will be satisfied.

CCCPP Focus Group Consent Form.docx	Consent Form
CCCPP Focus Group Protocols 12.18.25.docx	Consent Form
CCCPP In Person Focus Group Fact Sheet.docx	Consent Form
CCCPP Staff Interview Protocols 12.26.25.docx	Consent Form

Deleted Attachments: 6 (Most Recent: CCCPP Staff Interview Protocols 12.26.25.docx on 01/04/2026 10:31 PM ET)

HIPAA Determination

HIPAA INSTRUCTIONS

To determine if this project is covered by HIPAA, answer the following questions.

COVERED ENTITY

Will health information be obtained from a covered entity, known as a clearinghouse, such as Blue Cross, that processes or facilitates processing health data from another entity, including but not limited to state databases?

No

HEALTHCARE PROVISIONS

Will the study involve the provision of healthcare by a covered entity, such as the UCD Medical Center?

No

OTHER HIPAA CRITERIA

Will the study involve other HIPAA criteria not listed above?

No

Cover Letter and PI Signature for PI Submission

BUDGET

Does this project have a budget?

Yes

Attach a copy of your project budget here

CCCPP Budget.pdf Project Budget

Deleted Attachments: 1 (Most Recent: CCCPP Budget.pdf on 01/04/2026 10:31 PM ET)

COVER LETTER

Attach a copy of your project cover letter.

Cover letter must have the requesting institution's letterhead.

Urban Cover Letter_signed.pdf Cover Letter

Deleted Attachments: 1 (Most Recent: Urban Cover Letter_signed.pdf on 01/04/2026 10:31 PM ET)

In order for the PI to review and sign this form, you will need to click "Next" and on the next page, click "Submit." At that point the PI will receive notification that will need to review the application and if they request changes, they will return the form to you and you will receive an email notification.

PI Signature for Coordinator Submission (Initial) - Submitted 01/06/2026 10:56 AM ET by Sarah Benatar, PhD

PI Review

Please click "Next" and "Submit" in order to submit this application, regardless of whether or not it is ready for review. If you indicated it is ready for review, it will go to the Responsible Official for review and signature, and if not, it will be returned to the individual who completed the form for changes.

Is this application 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 application is accurate and reflects the proposed research and that you attest to the conflict of interest disclosures for all study team members.

Signed Tuesday, January 6, 2026 10:56:09 AM ET by Sarah Benatar, PhD

Responsible Official Signature
- Submitted 01/02/2026 10:23 AM ET by Signe-Mary Mckernan, PhD

Responsible Official Signature

After reviewing this application, is it ready for submission to the CPHS IRB?

Yes, ready for submission to IRB.

Enter your password to sign this protocol. By signing this protocol, you are attesting that the information within is accurate and reflects the details of the proposed research project.

Signed Friday, January 2, 2026 10:23:42 AM ET by Signe-Mary Mckernan, PhD

After choosing whether or not the submission is ready for CPHS IRB review, please click "next" and "submit" (on the next screen) to move the form forward to the CPHS IRB or back to the Researcher.

Notify IRB for Pre-Screening
- Submitted 01/06/2026 1:29 PM ET by Sussan Atifeh

Internal IRB Screening

CPHS Office: The questions on this page will appear every time the project is resubmitted to the CPHS IRB (even after review). Once the project has been reviewed by a committee member, unless researcher has changed questions on the form that impact the level of review, you do not need to update the questions here. If the changes made are not clear and require additional clarification change the 'ready for review' to 'no' and require changes. When you change the answer back to yes, it will remember your previous answers.

Is this study ready to be reviewed by the CPHS panel?

Yes

Choose the IRB committee to review this study (this defaults to CPHS)

CPHS

Level of Review Determination (once the level of review is assigned for this project, do not change this answer unless the reviewer/committee has decided that the study requires a different level of review)

Full Board Minimal Risk

Please provide a rationale for your level of review preliminary determination
This project is involved with human subjects' contacts.

Choose the CPHS Chair
Larry Dickey, MD, MPH, MSW

Select the vice chair of the committee
Larry Dickey, MD, MPH, MSW

Assign to Cycle

February

Assign to cycle year
2026

Load into IRBManager (Initial Submission)
- Submitted 01/06/2026 1:30 PM ET by The System

Chair Review and Full Board Set-Up
- Submitted 01/20/2026 11:58 AM ET by Sussan Atifeh

Full Board Set Up

Project number

2026-003

The office will complete the questions on this page and submit the form after the teleconference with the chairs regarding this project is completed.

Confirmation of level of review

Full Board Minimal Risk

Provide the rationale for the level of review determination
This project has human subjects' contacts components and should be discussed in the CPHS February 6th, 2026, Full Board meeting

Assign SME to study

David Lang

Enter the meeting date for this project

02/06/2026

SME Review

SME review

After reviewing the application, complete the question(s) below. If you wish to make comments on the application for the researcher, use the 'add note' feature on each question (be certain to unmark the internal only box and do not mark changes required). To navigate the application, you can either use the 'previous' button at the bottom of the page or from the drop down at the top of this page choose 'view previous stages'. Once you have completed the questions that appear on this page (different questions will appear depending on your answer to the first question), you will need to click 'next' (from either the top of the bottom of the screen) and then click 'submit'.

If you are requiring revisions before the full committee review, the form will be returned to the researcher for revisions and returned to you upon re-submission.

Does the researcher need to provide additional information/revisions before the committee meeting? If there is insufficient time for the researcher to make changes prior to the committee meeting, choose 'no' in order to route the form correctly.

No answer provided.

In order to either return this application to the researcher or to move forward for the full meeting review, click 'next' and 'submit' on the next screen.

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2025.10.8265.0/Release/3375223 | GCWAWS1 | 2026-01-23 16:52:42Z

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