



December 8, 2008

Attention: Jon Lasser, PhD
Texas State University – San Marcos Institutional Review Board
Office of Research Compliance
JCK 489
601 University Drive
San Marcos, TX 78666

Re: IRB Study # 2008N8589

Dr. Lasser,

This is in response to the IRB comments regarding my application for research approval. The e-mail comments were received on November 20, 2008. Please find below my response for each item listed on the comments and revised documents that correspond with each addressed item.

IRB Response:

10/05/08 14:49:47

1. Assent Form

a. #3: If you agree to be in this study you will be asked to complete a short questionnaire that will ask you questions about yourself, your thoughts on Hip-hop music, and your perceptions of how music may influence both you and others. : IS THIS RELEVANT TO THIS STUDY?

This is not relevant to this study and has been removed.

2. Consent form should provide information about a counseling service.

None of the youth being surveyed are expected to be at risk for any mental health issues. Further, the study will not pose any undue mental health risk for any participants. These youth will be participants in programs that will have responsibility for any mental health issues that seem to surface while youth are under their jurisdiction. But, language pertaining to counseling services has been added:

If for some reason counseling services are needed, parents can contact Dr. Travis for information on area services.

3. It is unclear for how long the data will be stored in the consent form

The data storage time was included in the parent consent form:

The survey data will be maintained for a period of ten years following the completion of the initial data analysis, at which time the data will be destroyed.

This line was added to the youth worker consent form.

4. The researchers should further elaborate how the data would be kept anonymous especially since it will be available to

- a. Suzanne Hershey – Ready by 21
- b. Laura Garcia – United Way Capital Area

The data will not be available to Suzanne Hershey.

Laura Garcia will be involved as the contact person for the investigator to retrieve data that is not given directly to me. She is the representative for the central organization in this project and thus will be given sealed envelopes with data on instances where participating organizations drop off data for me to pick-up. She is not involved in any analysis of the data thus she will not be opening envelopes.

5. Letter of approval from Ready by 21 program is not attached

The Ready by 21 letter of support is attached to this letter.

6. Even minor psychological risks such as anxiety, sense of being evaluated etc as identified by the researchers in the synopsis must be stated in the consent form

Relevant minor risk of anxiety language has been added:

There is the minor risk that anxiety could develop from the perceived evaluation or from fear of repercussions by the program or Texas State. All participants will be reassured that their responses are confidential and will have no bearing on any future relationship with outside systems.

7. To reduce the anxiety related to their future relationship with TXSTATE, the investigators could obtain a letter from concerned program at TXSTATE to that effect.

It is in the investigator's opinion that this consent letter is sufficient assurance of no effects on the relationship with Texas State University at this point in time. No specific program relationships exist at this point to be impacted.

SECOND REVIEWER

10/23/08 09:46:38

This is a very thorough application, leaving little question about what this researcher intends to do. However, one question did come up: the child consent letter states that the survey is on youth opinions about hip-hop music, yet the survey that I reviewed was on unsafe behaviors. I am unclear about this discrepancy and would like clarification. Thank you.

This material was mistakenly included in the initial consent. It has been removed. The revised consents are attached.

Please contact me with any additional questions.

Respectfully,

Raphael Travis Jr., DrPH, LCSW
Assistant Professor
School of Social Work
College of Health Professions
Texas State University - San Marcos
rtravis@txstate.edu
512.245.3521

CONSENT FORM

Dear Parent or Guardian,

We are writing to ask you to allow your teenager to participate in The AUSTIN YOUTH DEVELOPMENT PROJECT (AYDP), a research project that aims to tell the story of the current state of out-of-school programming and their impact on program participants in and around Travis County. We are asking your teenager to share his or her experiences in the program but also life experiences in general. The research will consist of a short survey questionnaire made up of multiple choice questions conducted by Raphael Travis, DrPH – a Texas State University Assistant Professor. Dr. Travis can be reached anytime at: 512.245.3521.

The AUSTIN YOUTH DEVELOPMENT PROJECT (AYDP) will examine how out-of-school (OST) programs can serve as important positive developmental settings for young people. The study seeks to better understand structural and organizational factors influencing the quality and impact of OST programs.

_____, the Director at _____ has given me permission to recruit potential participants and to conduct surveys on site at the program. Since your child is participating in this organization that has agreed to be part of the study, we believe that he or she is an ideal participant for this research. Even though we are working with the Director, it is possible that the Director may not be present at the time of the interview.

We would like to include your teenager in our research study, but we need your written permission for your child to participate. Your child will also have to provide his or her own permission, *or assent*, to participate. *Your child's participation in and throughout this study is voluntary.* If they choose not to participate or to withdraw from this research at any time, there will be no penalty. Withdrawing or refusal to participate in the study will not impact their status in any program or organization in which they are a participant, or in any future affiliation with Texas State University.

Although there is a possibility that there may be no direct benefit to your child, the larger benefit of your participation is the potential contribution to better understanding the network of out-of-school time programs in the region and their quality. There are no significant foreseeable risks, neither physical nor emotional, for your child in this research project. There is the minor risk that anxiety could develop from the perceived evaluation or from fear of repercussions by the program or Texas State. All participants will be reassured that their responses are confidential and will have no bearing on any future relationship with outside systems. If for some reason counseling services are needed, parents can contact Dr. Travis for information on area services.

Participation

Your child will be asked to complete a survey of about 60 short questions (circling a letter to answer) that lasts about **10-15 minutes**. We will ask all participating young people to tell us about their lives according to how they define a: (a) safe environment, (b) supportive environment, (c) interaction with staff and (d) engagement in the program.

To protect the confidentiality of your son/daughter, nobody at the program will be allowed to see our notes or the questionnaire responses. In addition, **the research data collection process will include reassigning your child's name with an identifying number that will be stored in a "password**

TEXAS STATE IRB#:

protected” file that will only be accessible by Dr. Travis. The analysis of the data will be completed in another “password protected” computer program that is solely accessed by the research team. Neither the computer program nor our final reports will provide any information that will allow the linking of names to specific comments. **The survey data will be maintained for a period of ten years following the completion of the initial data analysis, at which time the data will be destroyed.**

The interviews will take place **shortly after regular school hours at _____**. The surveys will be administered in a private room to allow for personal privacy from non-participants and for limited distractions. If you agree to allow your child to participate in the interview, please sign the attached permission slip and have your child return it to the program. If you do not provide written permission through this form, your child will not be able to participate.

Finally, although we will be unable to provide you with specific responses from your child, we will be able to provide a summary of study findings to both you and your child at your request. If you consent to your child’s participation, please keep this letter and return the attached consent form with your signature and your child’s name and age.

We appreciate your help. If you have any questions about the research or the interviews, please feel free to contact Raphael Travis at: 512.245.3521

Respectfully,

Raphael Travis, Jr., DrPH, LCSW
rtravis@txstate.edu

If you have any questions about your rights as a subject/participant in this research, or if you feel you have been placed at risk, please contact the Chair of the Human Subjects Institutional Review Board, through Becky Northcut, at 512.245.2102 (ref: XXXXX)

TEXAS STATE IRB#:

PARENT CONSENT FORM (TO BE RETURNED TO DR. TRAVIS)

YES, my son or daughter can take part in the survey questionnaire for The AUSTIN YOUTH DEVELOPMENT PROJECT (AYDP).

I understand that my child's participation in this research project may involve answering questions about their experiences in the program, community and home. The questions will also ask about youth self-perceptions. The surveys will be administered at the program site between the hours of 4pm and 9pm.

Parent's Name (print)

Parent's Signature

Student's Name (print full name)

Date

Student's Age:

Please give this permission form to your son or daughter to take to _____.
Permission forms must be returned before interviews can take place.

If you choose to provide an email address below, we will provide you a confirmation of the receipt of this parent consent form.

Email address

TEXAS STATE IRB#:

THE AUSTIN YOUTH DEVELOPMENT PROJECT

YOUTH WORKER (STAFF) CONSENT TO PARTICIPATE

Location: TBD

Title of Project:

THE AUSTIN YOUTH DEVELOPMENT PROJECT

Principal Investigator:

Raphael Travis, Jr., DrPH, LCSW
Texas State University – San Marcos School of Social Work
601 University Dr.
San Marcos, TX 78666
512-245-3521
E-mail: rtravis@txstate.edu

1. Purpose of the Study:

The AUSTIN YOUTH DEVELOPMENT PROJECT (AYDP) will examine how out-of-school (OST) programs can serve as important positive developmental settings for young people. The study seeks to better understand structural and organizational factors influencing the quality and impact of OST programs.

2. Procedures to be followed:

If you choose to participate in this study, you will be asked to complete a survey. The survey should take about **30 minutes**. We will ask you to tell us about your perceptions of youth in the program and your role in meeting their needs.

3. Discomforts and Risks:

For some of you, you may be a little nervous about talking about your experiences. You may worry about something you say being misinterpreted as negative toward the program. Our goal is simply to hear things from your point of view, but also to ensure confidentiality for anything you say. Withdrawing or refusal to participate in the study will not impact your status in any program or organization in which you are affiliated, or in any future affiliation with Texas State University.

4. Benefits:

By participating in this study you can potentially learn more about yourself in terms of your outlook on the population you serve. You also have the potential benefit of sharing both the strengths and challenges of your daily experiences when working with youth. Finally, you have the potential to improve your understanding of how your perceptions of youth may impact how you work. The combination of youth worker perspective can be used to help inform other similar service providers.

The potential benefits to society include having more satisfied youth workers, greater understanding of the functioning of youth programs, and more effective programs. The findings of this study will be another step toward understanding how the perceptions and beliefs of individuals influence the policy and practice of social institutions. Your participation will also help determine what areas of program practice are most important to youth workers, and how strategies can work to help workers to be more confident and effective. Ultimately, more effective and more inviting programs will be more desirable and helpful to teens.

All responses are confidential and will have no bearing on any future relationship with outside systems. If for some reason counseling services are needed, you may contact Dr. Travis for information on area services.

THE AUSTIN YOUTH DEVELOPMENT PROJECT

5. **Duration/Time:**

The survey is expected to take about 30 minutes. In the future there will be follow-up interviews for those that express interest.

6. **Statement of Confidentiality:**

Your participation in this research is confidential. Only the person in charge of the study, and his assistants, will know your identity. The data will be stored and secured at Texas State University – San Marcos in a password protected computer file, or a locked-file cabinet in a locked office. The survey data will be maintained for a period of ten years following the completion of the initial data analysis, at which time the data will be destroyed. All data will be identified only by a numbered code for each participant –not your name. In the event of a publication or presentation resulting from the research, no personally identifiable information will be shared.

7. **Right to Ask Questions:**

You can ask questions about this research. Contact Raphael Travis at 512-245-3521, or by E-mail at: rtravis@txstate.edu with questions. You can also call this number if you have complaints or concerns about this research.

If you have any questions about your rights as a subject/participant in this research, or if you feel you have been placed at risk, please contact the Chair of the Human Subjects Institutional Review Board, through Becky Northcut, at 512.245.2102 (ref: 2008-54026)

8. **Payment for participation:**

The study does not have a payment incentive. However, the principal investigator is available in a support capacity to discuss study results and help in capacity-building efforts. No travel is expected,

9. **Cost of participating:**

There will be no cost for participating.

10. **Voluntary Participation:**

Your decision to be in this research is voluntary. You can stop at any time. You do not have to answer any questions you do not want to answer. Refusal to take part in or withdrawing from this study will involve no penalty or loss of benefits you would receive otherwise.

You must be 18 years of age or older to consent to take part in this research study. If you agree to take part in this research study and the information outlined above, please sign your name and indicate the date below.

You will be given a copy of this signed and dated consent form for your records.

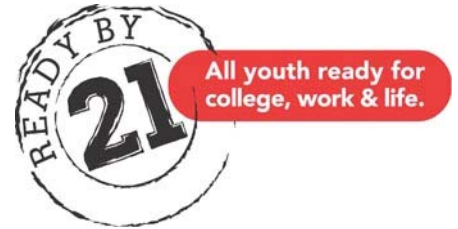
Participant Signature

Date

Person Obtaining Consent

Date

THE AUSTIN YOUTH DEVELOPMENT PROJECT



July 8, 2008

Raphael Travis, DrPH, LCSW
Texas State University – San Marcos
School of Social Work
601 University Dr.
San Marcos, TX 78666

Dear Dr. Travis:

On behalf of the Ready by 21 Coalition for Austin/Travis County, and its Steering Committee, I am pleased to offer support for your proposed Austin Youth Development Project (AYDP) to be conducted as part of the William T. Grant Foundation Scholars Program. It is clear that your project was designed with significant attention to the scope and mission of the Ready by 21 Coalition in Austin/Travis County.

The Ready by 21 Coalition in Austin/Travis County is a broad-based group of youth service providers, educators, government agency representatives, and teen advisors who are concerned about the youth in our community, especially youth facing challenges to achieving self-sufficiency. Our purpose is to collaborate to support all young people in our community to be Ready By 21... ready for higher education and learning; ready for work and career advancement; ready to lead healthy lives, and ready for positive social and civic connections and engagement. The Coalition has been meeting monthly since its inception in 2003. Our work is sponsored by Workforce Solutions – Capital Area and, since last year, by United Way Capital Area. We serve as the Youth Issues planning body for the Community Action Network of Austin/Travis County. We received a two-year Quality Counts grant from the Forum for Youth Investment for 2008-9 to improve the quality and reach of our youth programs. The Quality Counts project involves assessing programs using the Youth Program Quality Assessment (YPQA) tool developed by the Center for Youth Program Quality (CYPQ, formerly the High/Scope Educational Research Foundation) and professional development related to positive youth development principles through CYPQ and the Association for Educational Development's National Training Institute..

We welcome the opportunity to learn from this study, particularly since the Quality Counts Initiative is an integral part of our current overall work plan. Through our Quality Counts Initiative and other related activities we are committed to (a) improving the youth serving infrastructure of the region, (b) ensuring a strong link between youth service strategies and measurable outcomes, (c) sustaining a strong professional development system and (d) identifying how to link quality service provision to policy decisions. We believe the AYDP project can provide information valuable to all of these efforts.

We agree to support: (a) program and organizational awareness of AYDP, (b) awareness of the relationship of AYDP to core Ready by 21 Coalition goals of youth service improvement and optimal youth development, (c) program enrollment in the project and (d) access to data collected from participants related to our quality improvement efforts. Although no programs are required to

Dr. Raphael Travis

July 8, 2008

Page 2

participate in AYDP, we will include an opt-in option for all programs participating in the YPQA and professional development strategies for improving youth program quality. We recognize that the quality of research hinges on the quality of data collected. We look forward to your continued partnership in the Coalition and working with you to encourage participation in the AYDP.

Please feel free to contact me if you have any further questions regarding our support for your proposed Austin Youth Development Project. Thank you very much for taking the lead in building better understanding of youth development quality in Travis County and including us in your plans.

Sincerely,

A handwritten signature in black ink, reading "Robert Rutishauser". The signature is fluid and cursive, with the first name "Robert" and last name "Rutishauser" clearly distinguishable.

Robert Rutishauser

Chair, Ready by 21 Coalition for Austin/Travis County

THE AUSTIN YOUTH DEVELOPMENT PROJECT

ASSENT FOR PROGRAM PARTICIPANTS TO PARTICIPATE IN RESEARCH

1. Dr. Raphael Travis is a researcher from Texas State University School of Social Work interested in your participation in a research study about out-of-school (OST) time programs.
2. You are being asked to take part in this project because, we **seek to better understand** the impact of out-of-school (OST) time youth programs on the lives of young people.
3. If you agree to be in this study you will be asked to complete a short questionnaire that will ask you questions about yourself, your thoughts about supports available at home, in school and in the community. It will also ask you a few questions about your own behavior.
4. For some of you, you may be a little nervous about sharing your opinions. Our goal is simply to hear things from your point of view and not to pass judgment.
5. By participating you may get the chance to learn a little more about yourself, and better understand the role of supports in your life.
6. Please talk this over with your parent/guardian before you decide whether or not to participate. We will also ask your parent/guardian to give permission for you to take part in this study. But, even if your parent/guardian says “yes” you can still decide not to participate.
7. **If you do not want to be in this study then you do not have to be.** Remember, being in this study is up to you and no one will be upset if you don’t want to participate or even if you change your mind later and want to stop. There will be no penalty for choosing not to participate
8. You can ask any questions that you have about the study. If you have a question later you can call Dr. Travis at 512.245.3521. You can also e-mail Dr. Travis at: rtravis@txstate.edu, or ask the survey facilitator.
9. Signing your name at the bottom means that you agree to be in this study. You and your parent/guardian will be given a copy of this form after you have signed it.

Name of Youth (please print)

Signature of Youth

Date

Signature of Investigator or Designee

Date

IRB#:

Expiration Date: