**UNIVERSITY OF WASHINGTON**

**COLLEGE OF EDUCATION**

**Title of Study: Mechanics of Coaching: Inquiry of past, present, and future of coaching in Washington Quality Rating Improvement System**

**(WSIRB Project Code 2019-039 under *Partnership for Pre-K Improvement: Washington*)**

**Interviewee Consent Form – Dissertation**

**Investigator (Univ. of WA, College of Education)**

Min Hwangbo, PhD Candidate in Learning Sciences & Human Development

Contact email for the study: [foreverm@uw.edu](mailto:foreverm@uw.edu)

**Advisors (Univ. of WA, College of Education)**

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**Statement of Purpose**

We are asking you to be in a research study. The purpose of this consent form is to give you the information you will need to help you decide whether to participate. Please read the form carefully. You can ask questions about the purpose of the research, what we will ask you to do, the possible risks and benefits, your rights as a participant in the project, and anything else about the research and contents of this form that is not clear.

When we answer all your questions, you can decide if you want to participate in the study or not. This process is called 'informed consent.' We will give you a copy of this form for your records. Please do not hesitate to contact [forevemr@uw.edu](mailto:forevemr@uw.edu) for any questions, comments, feedback, etc. I appreciate your time and dedication for your service in the field!

**Purpose of Study**

The study *Mechanics of Coaching: Inquiry of past, present, and future of coaching in Washington Quality Rating Improvement System* inquires ontological status – a status of where things are at – with the current Washington State Quality Rating Improvement System, the Early Achievers system coaching activities and workforce support. After a round of descriptive analysis of coaching information retrieved from the statewide early learning system data warehouse “WELS-DW,” the researcher intends to interview stakeholders in the system to validate and include the voice of system actors. These include coach support leads, administrators in the state, trainers, and coaches in the Early Achievers system.

**Procedures**

If you agree to participate in this study, you will be asked to do the following:

* Agree to participate in 1-hour call semi-structured interview with the researcher which includes:
  + From your perspectives, what are your thoughts on the information captured on the WELS system (particularly on Notes)?
  + Does that match with your belief, perspectives, and actual activities that you felt it's gathering what's considered intended information for the system?
  + If there were a magic wand, in the next 3-5 years, what suggestions do you have to the state QRIS system regarding collecting and managing coaching-relevant data?
* Agree to fill out the following form (last page of this consent form) which captures demographic information of interviewee

If you agree to participate in this study, the researcher will:

* Coordinate interview schedule with you at your convenience between April 19- May 5, 2021
* Prepare and share the transcript of your interview within 48 hours via an encrypted file transfer file ShareFile
* Prepare and share any deliverables of the study for your information and feedback before disseminating to the public including sponsors (Washington Department Children Youth and Families).
* Keep all information private and secure all data files of the study in a secured data warehouse C-Dash (operated by Cultivate Learning, College of Education, University of Washington).

***The only time we will share identifiable information is in cases of suspected child abuse. By law, we must report these cases as early learning professionals.***

You can choose to not participate, or stop participating, in the study at any time.

**Risk, Stress, or Discomfort**

Some people feel that participating in research is an invasion of privacy. We do our best to protect your privacy. The only people who will have access to your identifiable information are members of the study team who have signed an agreement to protect your privacy and keep your information confidential. Your name will be kept until data collection is complete and the data is organized at our office location. We will remove links to names from our records no later than December 31, 2027. All data will be kept indefinitely in a locked location that only project research team members can access. Your name will not be used in any articles we publish or presentations.

Whether or not you choose to be in the study, it will not affect your employment. No personal questions will be asked. You are free to stop activities at any time. If you have any questions, please contact us at [foreverm@uw.edu](mailto:foreverm@uw.edu).

**Benefit**

We hope the results of this study will help us understand how to better support coach workforce in the Washington early learning system.

**Other Information**

Participation in this study is voluntary. At any time during the study, you may choose to stop participating. Confidentiality of data will be maintained at all times, except in cases where child abuse is suspected. By law, such instances must be reported by the investigator.

Sometimes, government or university staff review studies such as this one to make sure they are being done safely and legally. If a review of this study takes place, your records might be examined. The reviewers will protect your privacy. The study records will not be used to put you at legal risk of harm.

A consent form is attached. Please read it, sign it with your decision marked about participating, scan, and return it to a secured link that will be shared by the researcher. Please keep a copy for your records. Thank you for considering participation in this study. We think that our research will help create more opportunities for high quality early learning environments across the state. We will be happy to answer any questions you have. You can contact Min Hwangbo at [foreverm@uw.edu](mailto:foreverm@uw.edu).

Sincerely,

Min Hwangbo

**Subject’s Statement**

The details of this study have been explained to me. I have had an opportunity to ask questions. I understand that the research team member listed above will answer future questions that I may have about the research study.

(First & Last Name Initials)

KD I have received a copy of this consent form.

KD I give consent for researchers to conduct an interview which includes recording, transcribing, and reviewing the data.

Kelli DeBoer Verbal Consent via Zoom April 29, 2021

Printed name of participant Signature of participant Date

Your e-mail address: kelli.deboer@dcyf.wa.gov

Your role: ECEAP Lead Specialist

Your ethnicity/race: White

Years of experience in current position: 5.5 years

Years of experience in early learning system: 29 years

What is your coaching specialty? (i.e. Data coach, Curriculum coach, Coach supervisor, Instructional leadership coach, etc):

Technical assistance on Coaching – no supervision yet collaborating with coaches; Instructional leadership role + support all coaches in ECEAP

If applicable, preferred pseudonym: Initials

Other information that you’d like to share?: