

TDI Facilitator Consent Letter –

Building Community Partnerships to Foster the Wellbeing of Young Children and Families

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Dear TDI Facilitator:

This letter is to provide you with more details regarding your involvement in the Toddler Development Instrument (TDI) Pilot Implementation study which aims to learn more about how child outcomes in early life are affected by different social context factors (e.g., family context, neighborhood characteristics). The TDI is a questionnaire for parents/primary caregivers of 12-24 month old children developed by the Human Early Learning Partnership (HELP) at the University of British Columbia (UBC) in collaboration with parents and caregivers, early child development professionals, policy makers, and researchers. The TDI collects representative data on the daily lives of toddlers and their families. We aim to use the results of this study to continue to refine the TDI as an early monitoring tool – by which we may better understand the early needs and experiences of toddlers and their families – and as a platform for building more meaningful connections between families with young children and existing community resources.

What is involved in project participation?

During this pilot phase of the TDI project, we are working with a small number of communities and organizations across the province of British Columbia to test the implementation of the TDI questionnaire. Your community/organization has expressed a willingness to work with us on this phase of the project, and we wanted to provide you with more information about the project relevant to your role as a TDI facilitator. In this role, you will recruit and provide support to parents of children 12-24 months old who have volunteered to complete the TDI questionnaire. Your participation in this study is entirely voluntary and you may refuse to participate or withdraw from the study at any time. There will be no penalty if you choose not to participate or if you start to participate and then change your mind.

Since you will be involved with data collection of the TDI and related feedback, we are asking you to sign a Data Confidentiality Agreement. In this form, you will acknowledge your understanding of and commitment to protecting any data you collect as a part to the TDI study. The signing of the Data Confidentiality Agreement is required by the UBC Research Ethics Board for study commencement.

In addition to participating in the recruitment and support of parents filling out the TDI questionnaire, we are asking you to provide observational feedback related to the implementation of the TDI. We are providing you with a feedback form that will allow you to share various challenges and successes you observed in the implementation of the TDI within your community, but if you have additional information you would like to share, please contact Kira Koepke, TDI Research Project Coordinator at HELP (tdi@help.ubc.ca or 604-822-8765). Your feedback on the TDI implementation is greatly appreciated and will help shape the content, administration, and user interface of the TDI questionnaire in your community.

For parents/primary caregivers participating in the study, the questionnaire will take approximately 10-15 minutes to complete, and they do not need to answer any questions that they are not comfortable answering. We are also asking parents/caregivers to provide feedback on their experience completing the TDI questionnaire. This will take an additional 5-10 minutes. Please remember that parents/caregivers may refuse to participate or withdraw from the study at any time. If they choose to withdraw from the study and are completing a paper version of the TDI, please immediately dispose of any completed study materials via confidential shredding. Choosing not to participate in this study should not affect the services parents/caregivers receive within your organization in any way.

What are the risks and benefits involved with participating?

There are no known or suspected risks associated with participating in this study.

By participating, you will help contribute to our understanding of factors that influence early child development. This information, in turn, may support the creation and implementation of supportive programs and policies to promote healthy early child development and help toddlers, their families, and their broader communities thrive.

How will the TDI data be used?

The TDI is a population health measure, which means that results are reported at a group level only. All parents'/caregivers' responses will be summarized by region to understand the experiences of toddlers and their families in different areas in British Columbia. HELP researchers also create and make public maps to display summary results by region. No personal identifying information is ever used in any research summaries or maps. To further safeguard personal information, HELP does not publicly share data from "small-cell" groups (i.e. geographical areas with fewer than 35 children).

The responses you and parents/caregivers provide through the feedback forms will be used to further revise questions to improve clarity and ensure that the information collected is meaningful for understanding the effects of early life experiences on the health and wellbeing of toddlers and their families. Your feedback will help shape the delivery of the TDI as we seek to build an implementation model that works well for parents/caregivers in different communities.

How is privacy protected?

If you have receive paper TDI questionnaires from participants, we ask that you keep this information in a locked filing cabinet. When you transfer the data to HELP or to your site lead, please place be sure to place the sealed envelopes in a larger sealed envelope (double-sealed). When data are sent to UBC by secured courier, all responses parents/caregivers provide through the TDI questionnaire will be stored at UBC in a secure database. Any personal identification data, including date of birth, postal code, and PHN, are stored separately from the TDI data so that children/families cannot be re-linked with their answers individually. Physical copies of the TDI questionnaire are stored at HELP in secure, locked filing cabinets accessible only to the Principal Investigator, Co-Investigators, and TDI research team at UBC.

Study feedback collected through the feedback forms will also be kept confidential. Completed feedback forms will be stored on a secure server or kept in a locked filing cabinet accessible to only the Principal Investigator, Co-Investigators, and project research team at UBC.

Where can I get more information on the study?

If you have any questions about this project you may contact Dr. Martin Guhn, Principal Investigator at 604-827-5784 or martin.guhn@ubc.ca, or Kira Koepke, TDI Research Project Coordinator, at 604-822-8765 or tdi@help.ubc.ca.

If you have any concerns or complaints about your rights as a research participant and/or your experiences while participating in this study, contact the Research Participant Complaint Line in the UBC Office of Research Ethics at 604-822-8598 or if long distance email RSIL@ors.ubc.ca or call toll free 1-877-822-8598.

Sincerely,



Dr. Martin Guhn
Assistant Professor
Human Early Learning Partnership