

Evaluation Work Group: Meeting Minutes
Sept. 15, 2006

Facilitator: Carolyn S

Attendees: Vickie C, Angela S, Kelly F, Halim N, Simone S, Dianne S, Michelle H, Elanda G, Jackie M, Alex U, Chris H, Lonnie D

Announcement:

National Evaluation Training: Sept 26-27

*note that Sept. 26 most relevant to work group, especially between 9am and noon.

Presentations:

Review of minutes—no changes suggested

Vickie presented on her training that she went to... thank you Vickie!

Changes to flow chart—Added F&CS, Removed ASK (they won't recruit for national, but will recruit for local)

Who needs an IAT book? Lonnie, Kelly, Angie still need this.

Discussion and action items: Barriers to interviews and how to address them

1. Childcare may be needed during interviews:

- Alex: WMU RSO “students for children with life altering conditions” are on board and available either scheduled or on call.

2. Small homes may not be able to provide sufficient confidentiality during interviews, thus we may need other facilities:

- East Side community center is a go, thank you Elanda
- Jackie is still following up on places
- Other options we have include the library, boys and girls club, New Genesis, and the YMCA.
- Carolyn will draft a letter for organizations to complete on letterhead re; approval to use their facilities to submit to IRB.
- Renee has drafted a letter for organizations explaining our needs

3. Discussion on interview procedures re: long, tedious questionnaires

4. Child Behavioral Check List

- Suggestions that we need to warn participants about the sensitive nature before we begin.

- Suggestions that we need to warn participants that the questionnaires are designed for a variety of ages, and therefore, some questions may not seem applicable to them.
 - Continuously remind participants that they can skip a question at any time.
 - Note that many of the participants may not be shocked, as they have seen these questionnaires before.
5. Reporting Child abuse, neglect, and Homicidal/Suicidal idealization
- How do we define each of these?
 - How soon do we need to report? A: within 24 hours, immediate if in immediate danger.
 - Do we tell them we have to report?
 - Do we report to CPS or worker? A: CPS, and notify CPS of worker
 - Suggestion was made to add signature to consent document to enable interviewer to notify caseworker... interviewers will not notify caseworkers.

Next Meeting: Fri, Oct 6 10:30am at Arcus Depot Conference Room

Topic: Feedback from HSIRB and how to address their concerns