

## **UNIVERSITY OF MICHIGAN CONSENT TO BE PART OF A RESEARCH STUDY**

### **1. KEY INFORMATION ABOUT THE RESEARCHERS AND THIS STUDY**

**Study title:** Community Corrections Fines and Fees

**Principal Investigator:** Meghan O'Neil, Ph.D., University of Michigan

**Faculty Advisor:** JJ Prescott, J.D., University of Michigan

**Study Sponsor:** University of Cincinnati and Arnold Ventures

You are invited to take part in a research study. This form contains information that will help you decide whether to join the study.

#### **1.1 Key Information**

Things you should know:

- The purpose of the study is to explore how fines and fees impact or impacted you while you were on community supervision.
- If you choose to participate, you will be asked to complete a one-time interview that will take approximately 1 to 2 hours to complete. If you agree, this interview will be audiotaped. As part of our study, we will therefore ask you to provide contact information for 3 people who have given assisted you in the last year. We will attempt to complete a 30-minute interview with at least one of these people to find out how your community supervision experiences may have impacted them and how they have supported you. However, these people will NOT have access to your responses, and we will NOT tell them anything you tell us.
- It is not expected that you will be exposed to any risk by being in this research study. However, it is possible you may find some questions personal or distressing. You can skip any questions that you do not wish to answer or stop the interview at any time. If you are doing this interview over the phone or by video call, you may want to go to an area that is private so that others cannot overhear your responses to the interview questions.
- There are no direct benefits to you for participating in this study.

Taking part in this research project is voluntary. You do not have to participate and you can stop at any time. Please take time to read this entire form and ask questions before deciding whether to take part in this research project.

### **2. PURPOSE OF THIS STUDY**

The purpose of this research study is to explore how fines and fees impact or impacted you while you were on community supervision. Questions will ask you about the fines and fees you were ordered to pay, how you paid your fines and fees, and how these fines and fees impacted your community supervision and overall daily life.

### **3. WHO CAN PARTICIPATE IN THE STUDY**

#### **3.1 Who can take part in this study?**

Individuals are eligible to participate in the study if they are over 18 years of age, are currently on or have exited community supervision in the past year, and are currently on or have been on community supervision for at least 6 months. Adults who are unable to consent will be excluded from the study. Individuals under the age of 18 and currently incarcerated inmates will be excluded from this study, as they are not the focus of the study. Individuals who cannot speak or read English will also be excluded, as we do not have resources for interpreters.

### **3.2 How many people are expected to take part in this study?**

25-50 people on or recently released from community supervision

25-50 significant others of people on or recently released from community supervision

## **4. INFORMATION ABOUT STUDY PARTICIPATION**

### **4.1 What will happen to me in this study?**

You will be asked to complete a one-time interview that will take approximately 1 to 2 hours to complete. If you agree, this interview will be recorded. The interview will focus on your experiences on community supervision, including any warnings and/or violations you received, fines and/or fees you had to pay, payments you made to the court, and your supervision conditions. You will also be asked questions about your background, employment, transportation availability, income, and monthly expenses. We also know that sometimes your experiences on community supervision can impact people close to you as well, and we would like to learn more about this. As part of our study we will therefore ask you to provide contact information for 3 people who have given you assistance in the last year. We will attempt to complete a 30-minute interview with at least one of these people. If they choose to participate they will receive a \$25 gift card. In this interview we will ask questions about how your community supervision experiences may have impacted them. We will also ask them questions about how they have supported you. However, these people will NOT have access to your responses, and we will NOT tell them anything you tell us.

We keep all participation and responses to our research confidential. This means no one but you and the research team will have access to your responses or notified about your participation. In the same way, you will NOT be notified if your support person decides to participate in an interview or be given any information about their responses to our questions.

### **4.2 How much of my time will be needed to take part in this study?**

Participants will be asked to participate in a one-time 1-to-2-hour long interview. Your participation in the study will be complete at the end of this interview.

## **5. INFORMATION ABOUT STUDY RISKS AND BENEFITS**

### **5.1 What risks will I face by taking part in the study? What will the researchers do to protect me against these risks?**

It is not expected that you will be exposed to any risk by being in this research study. However:

- It is possible you may find some questions personal or distressing. You can skip any questions that you do not wish to answer or stop the interview at any time.
- If you are doing this interview over the phone or by video call, you may want to go to an area that is private so that others cannot overhear your responses to the interview questions.
- The researcher cannot promise that information sent by the internet or email will be private because of the vulnerable nature of the internet.
- There is a chance your data could be seen by someone who shouldn't have access to it if something goes wrong. We are minimizing this risk by:
  - Storing all electronic data in a password-protected, encrypted folder
  - Requiring study staff to undergo confidentiality training
  - Keeping consent forms and interview data in separate places
  - Storing paper consent forms and other paper study files in a locked filing cabinet in a locked office at the University of Michigan
  - Password-protecting individual files that contain personal information

Because this study collects information about you, one of the risks of this research is a loss of confidentiality. See Section 8 of this document for more information on how the study team will protect your confidentiality and privacy.

## **5.2 How could I benefit if I take part in this study? How could others benefit?**

You may not receive any personal benefits from being in this study. Likewise, you will not be penalized in any way if you choose not to complete the interview. There are no costs associated with participation. Your current or prior supervision agency will NOT be aware of your participation. However, others may benefit from the knowledge gained from this study. Being in this study will help the CCFF team better understand the impact of fines and fees on community supervisees.

## **6. ENDING THE STUDY**

### **6.1 If I want to stop participating in the study, what should I do?**

You are free to leave the study at any time. If you leave the study before it is finished, there will be no penalty to you. If you decide to leave the study before it is finished, please tell one of the persons listed in Section 9. "Contact Information". If you choose to tell the researchers why you are leaving the study, your reasons may be kept as part of the study record. The researchers will keep the information collected about you for the research unless you ask us to delete it from our records. If the researchers have already used your information in a research analysis it will not be possible to remove your information.

## **7. FINANCIAL INFORMATION**

### **7.1 Will I be paid or given anything for taking part in this study?**

By completing a research interview, you will receive a \$50 VISA gift card for participating in the study. You will still receive the gift card even if you choose not to answer certain questions or are unable to complete the interview.

## **8. PROTECTING AND SHARING RESEARCH INFORMATION**

### **8.1 How will the researchers protect my information?**

Information that may identify you will be kept private. We will ensure confidentiality is maintained through the following methods:

- Your interview answers will be associated with a unique number rather than your personal data. Files containing both the unique number and your personal data will be stored separately from your interview information.
- The data from this research study may be published; but you will not be identified by name. If we refer to your responses, we will not use your real name and will remove any identifying information first.
- Only members of the research team will be able to access your interview responses via a secure username and password. This is so we can analyze the data and conduct the study. Information will be stored in a password protected OneDrive folder at the University of Michigan. People at your community supervision agency will NOT have access to your responses.
- Agents of the University of Michigan and Arnold Ventures may request to inspect study records for audit or quality assurance purposes. This is to ensure we are following laws and ethical guidelines governing research.
- Our funding agency requires us to make our transcripts be public indefinitely so other researchers can use it once the study is finished. This public dataset will NOT include any identifying information. We will examine all files and clean them by hand to ensure that no identifying information is present prior to sending them for archiving.
- Identifiable study data will not be used or shared for future research studies.
- Audio files will be transcribed without the inclusion of identifiable information. All audio will then be deleted once data collection and analyses for the project ends in 2021.
- Paper files will be shredded when the study is complete. The only exception to this is that signed consent forms must be kept for 3 years following the end of the study. Then they will be destroyed in 2024.
- No confidential data will be transmitted through email.

The one exception to confidentiality is if you tell me that you are going to hurt someone or yourself, I am required to report it.

### **8.2 Who will have access to my research records?**

There are reasons why information about you may be used or seen by the researchers or others during or after this study. Examples include:

- University, government officials, study sponsors or funders, auditors, and/or the Institutional Review Board (IRB) may need the information to make sure that the study is done in a safe and proper manner.
- Only members of the research team will be able to access your interview responses via a secure username and password. This is so we can analyze the data and conduct the study. Information will be stored in a password protected OneDrive folder at the University of Michigan. People at your community supervision agency will NOT have access to your responses.

- Agents of the University of Michigan and Arnold Ventures may request to inspect study records for audit or quality assurance purposes. This is to ensure we are following laws and ethical guidelines governing research.

### **8.3 What will happen to the information collected in this study?**

We will keep the information we collect about you during the research for future research projects. Your name and other information that can directly identify you will be stored securely and separately from the research information we collected from you. Audio files will be transcribed without the inclusion of identifiable information. All audio will then be deleted once data collection and analyses for the project ends.

We will not keep your name or other information that can identify you directly.

The results of this study could be published in an article or presentation, but will not include any information that would let others know who you are.

### **8.4 Will my information be used for future research or shared with others?**

We may use or share your research information for future research studies. If we share your information with other researchers it will be de-identified, which means that it will not contain your name or other information that can directly identify you. This research may be similar to this study or completely different. We will not ask for your additional informed consent for these studies.

#### **8.4.1 Special Requirements**

We will put the information we collect from you into a repository. The repository contains information about many people. Your information will be de-identified –or- labeled with a code, instead of your name or other information that could be used to directly identify you. The repository’s user guidelines will govern general access and use of the anonymized data. For example, only registered users of the repository are able to access data hosted there. We will examine all files and clean them by hand to ensure that no identifying information is present prior to sending them for archiving.

## **9. CONTACT INFORMATION**

### **Who can I contact about this study?**

Please contact the researchers listed below to:

- Obtain more information about the study
- Ask a question about the study procedures
- Report an illness, injury, or other problem (you may also need to tell your regular doctors)
- Leave the study before it is finished
- Express a concern about the study

**Principal Investigator:** Meghan O’Neil, Ph.D.

**Email:** meghanon@umich.edu

**Phone:** 734-647-8941

**If you have questions about your rights as a research participant, or wish to obtain information, ask questions or discuss any concerns about this study with someone other than the researcher(s), please contact the following:**

University of Michigan  
Health Sciences and Behavioral Sciences Institutional Review Board (IRB-  
HSBS)  
2800 Plymouth Road  
Building 520, Room 1169 Ann Arbor, MI 48109-2800  
Telephone: 734-936-0933 or toll free (866) 936-0933  
Fax: 734-936-1852  
E-mail: [irbhsbs@umich.edu](mailto:irbhsbs@umich.edu)

You can also contact the University of Michigan Compliance Hotline at 1-866-990-0111.

## 10. YOUR CONSENT

### **Consent to Participate in the Research Study**

By providing your verbal consent and taking part in this interview, you are agreeing to be in this study. Make sure you understand what the study is about before you provide your verbal consent. I will give you a copy of this document for your records and I will keep a copy with the study records. If you have any questions about the study after you provide your verbal consent, you can contact the study team using the information in Section 9 provided above.

*I understand what the study is about and my questions so far have been answered. I agree to take part in this study.*

\_\_\_ Check here to indicate that the interviewee gave verbal consent to participate

\_\_\_\_\_  
Signature of interviewer obtaining verbal consent:

Date of Signature (mm/dd/yy): \_\_\_\_\_