

Hello Survey Administrators!

Thank you so much for being a participating site in Project Connections! Your organization has submitted the project MOU, and you have received the in-person training, completed the online modules, and finished the background check. Project staff has also visited your site to provide the lock-box and survey materials, so you are now ready to begin administering surveys!

Your organization received a check for \$150 as an advance for the cash compensation for interview participants. Please obtain cash and put into envelopes \$60 for the mother and \$15 for the child. (It is recommended that the money for the mother be provided as two \$20 bills, one \$10, two \$5 so that if she chooses not to complete all the assessments that you will have the proper increments to provide partial compensation – see attached compensation chart.) The mother will sign a receipt for the full amount provided to her and her child.



Once the interviews have been completed, log onto <http://www.surveymonkey.com/s/ProjectConnections>. You will be asked for:

1. the name of your organization
2. the seven-digit survey code
3. the date you completed the interview
4. the number on the receipt signed by the participant acknowledging they received compensation
5. the total amount of compensation provided to the participants (which may be a portion of the full amount if not all the assessments were completed)

A screenshot of a web-based survey form titled 'Project Connections Interviews'. The form has a dark blue header with the title and an 'Exit this survey' link. Below the header, there is a numbered list of five questions, each followed by a text input field. The questions are: 1. The name of your organization; 2. Please enter the seven-digit survey code; 3. Please enter the date on which you completed the interview; 4. Please enter the number on the receipt signed by the participant acknowledging they received compensation; 5. What was the total amount of compensation provided to the participants? (This may be a portion of the full amount if not all assessments were completed.) At the bottom of the form, there is a 'Thank you for submitting this information!' message and a 'Done' button.

This will serve as your invoice to the Colorado Coalition Against Domestic Violence, and will trigger Coalition staff to send your organization the compensation for having conducted the interview, and reimbursement for the cash provided to the participant.

Please be in touch with any questions either through e-mail ecollins@ccadv.org or phone 303-962-3321.

Thanks! --Beth

Elizabeth Collins
Advocacy and Resources Team
Colorado Coalition Against Domestic Violence

Project Connections: Compensation to survey participants

Payment Schedule if Both Mother and Child Complete ALL Assessments	
Initial Survey - \$60 to mother and \$15 to child (Mother signs receipt for \$75)	
18-Month Follow-Up - \$110 to mother and \$15 to child (Mother signs receipt for \$125)	

Initial Survey Payment Schedule if Participant(s) <u>Do Not</u> Complete all Assessments	
I) Mother completes some of the assessments, but then withdraws from study	\$30 to mother
If mother does not complete all assessments, DO NOT CONTINUE with child assessments (child does not receive any compensation)	
A) Mother completes all assessments but child does not complete any assessments	\$60 to mother, child thanked for considering participating
B) Mother completes all assessments but child only completes part of the assessments, then declines further participation	\$60 to mother, \$10 to child

18-Month Follow-up Survey Payment Schedule if Participant(s) <u>Do Not</u> Complete all Assessments	
I) Mother completes some of the assessments, but then withdraws from study	\$60 to mother
If mother does not complete all assessments, DO NOT CONTINUE with child assessments (child does not receive any compensation)	
A) Mother completes all assessments but child does not complete any assessments	\$110 to mother, child thanked for considering participating
B) Mother completes all assessments but child only completes part of the assessments, then declines further participation	\$110 to mother, \$10 to child