**Project Connections**

**Overview of Follow-Up Interview Process**

1. **Administer Follow-up Survey Packets & Interviews at 18 months.**

Using the information in the Follow-Up Survey Envelope, administer the *Parent Follow-Up Survey Packet* with the mother one-on-one in a confidential space.

1. Review the consent forms with the mother. (*Note:* Signatures are generally not required for the follow-up interviews. However, if you do *not* have copies of signed consent forms from the baseline interview, *please do obtain new signatures* from both the mother and child.)
2. Complete the *Cover Sheet*.
3. Ask the mother to complete the *Demographic* information. Note that information is included for the mother’s Prior (abusive) Partner and her Current Relationship (if she has one). It is critical that the participants report on the same individual that they reported on the first time for the Prior Partner. Tamara can provide you with information about that Prior Partner from the first interview if needed.
4. Administer the *Relationship Behaviors* Assessment. Read the instructions verbatim and allow the mother to complete on her own. She will first complete the assessment regarding her Prior Partner’s interactions with her since the first interview. If she has a Current Relationship with another individual, she will complete a second assessment for her Current Relationship. If she does not have a current relationship, mark “N/A” on the second Relationship Behaviors tool. Both surveys should focus on experiences from the past year. If the participant has not had any contact with the Prior Partner in the past year, she should still complete the survey, as it asks if it happened before.
5. Administer the *Pet Treatment Survey* as an interview. Record each of the mother’s choices or responses, verbatim, asking her to repeat or clarify her responses as you need to make an accurate record. For the What Happened to the Pets section, ask the mother to focus her responses on activities that occurred since the last interview. If the mother uses names of family members or pets, do not record the names, but substitute generics (e.g. 8-year-old daughter, pet dog, etc.).
6. Ask the mother to complete the *Child Behavior Checklist for Ages 6-18*, providing assistance as needed. As noted in the instructions, she should focus her responses based on her child now or within the past 6 months.
7. Administer the *Attitudes and Behaviors toward Animals* Assessment. Read the instructions verbatim from the top of the first sheet, encourage her to respond to each item “to the best of her knowledge,” and allow the mother to complete on her own (with assistance as needed). Ask the mother to focus her responses on her children’s behavior since the last interview.
8. Ask the mother to complete the *ICU (Parent Version)* Assessment to learn more about the child’s emotional characteristics, providing assistance as needed.
9. Ask the mother to complete the *GEM – PR Assessment* to learn more about the child’s responses to other’s emotions, providing assistance as needed.
10. Thank the mother for her time! Ask her to please not discuss any of the assessment content with her child. Let her know you will provide compensation after her participating child also completes his/her assessments.
11. **Administer Child’s Follow-Up Interview**

In a confidential space, after completing the Parent Survey packet, meet one-on-one with the child participant to administer the assessments in the *Child Follow-Up Survey Packet.*

1. Complete the *Confidential Child Survey* cover sheet.
2. Administer the *Children’s Observation and Experience with their Pets (COEP)* Assesment in an interview format. Please ask the child to focus on experiences since the last interview record each of the child’s choices and open-ended responses verbatim.
3. Administer the *Child Exposure to Domestic Violence Scale (CEDV)* *– Former Partner* to learn about ways the child’s mother’s partner treated his/her mom since the last interview. This survey must be administered in an interview format. Please read the directions to the child, describe the two parts of each question, then read each item and the corresponding choices to the child. Record the child’s responses to both parts of each question. Administer the *Child Exposure to Domestic Violence Scale (CEDV) – Current Relationship* regarding the ways the mother is treated in her current relationship if you completed the Relationship Behaviors – Current Relationship with the mother.
4. Adminster *Attitudes and Behaviors toward Animals CAI-Revised* Assessment in an interview format. Please ask the child to focus on experiences since the last interview and record each of the child’s choices and open-ended responses verbatim.
5. Administer the *Children’s Treatment of Animals Questionnaire*. After reading the instructions, please read each item aloud, asking the child to focus on behaviors since the last interview, and then give the child time to record his/her choice.
6. Thank the child and take some time to end on an positive note.
7. **Provide Compensation**

Meet again with the mother and child to provide cash compensation. If the assessments are completed, give the child a thank you gift (e.g., activity book about pet keeping) and $15 cash. Give the mother $110 cash and have her sign a receipt slip to acknowledge that she and her child received the money.

1. **Store and Send Documents**
	1. Store signed cash receipt and any newly signed consent forms in the lockbox, along with any existing documentation for the participant.
	2. After ensuring there is no missing data, place the completed assessments and adverse event report form in the sealed envelope.
	3. Send completed, sealed Assessment Packet to CCADV via UPS. Schedule UPS to pick up the package by calling UPS/Shipping/Customer Service at 1-800-PICK-UPS (1-800-742-5877) or by going to [www.ups.com](http://www.ups.com) and Scheduling a Pick Up, using Project Connections Account Number 849V17 and Zip Code 80203.
2. **Submit Invoice through Survey Monkey**

Notify CCADV of the completion of the follow-up interview by recording the participant ID, date of interview, amount of compensation, and receipt number at [www.surveymonkey.com/s/ProjectConnections](http://www.surveymonkey.com/s/ProjectConnections).

**Reminders:**

**Dual Roles**

* Please wear the Project Connections interviewer badge to emphasize your role as a researcher (rather than advocate/counselor) during the interview process.

**Missing and Skipped Responses**

* After each participant has completed his or her set of assessments, quickly look over each page to make certain all items have been completed.
* In cases where an item has NOT been completed, simply ask participant if they either overlooked the item (if so, allow participant time to enter a response) or wanted to skip the item.
* You may then write “S” for Skipped or “N/A” for not applicable if the participant intended to leave an item blank.

**Adverse Event Forms**

* Please complete this form if there is any negative impact on a participant, or if you did not follow protocol, and immediately report it to Tina Hageman without identifying the client’s name.
* Return the adverse event form in the sealed envelope with the completed assessments, even if the form is left blank.

**Questions?**

* Contact Tamara Greene at CCADV, 303-962-0937, tgreene@ccadv.org or Tina Hageman at the University of Denver, 303-871-4177, tina.hageman@du.edu

July 2014