Your program has been approved to use the ACF approved PAGES paper intake form. You should have received an email notification from PAGES Support regarding your approved use of PAGES paper intake forms. If you did not receive an email, please notify your evaluation site team liaisons.

The HPOG National Evaluation Team, along with ACF, want to ensure that you and your staff understand the guidelines for the use of paper intake forms, both for the protection of HPOG applicants and to ensure high quality data. These guidelines are:

Conduct the PAGES random assignment status check BEFORE collecting intake information on paper. This is an important step because anyone who bypasses the program’s lottery (random assignment) does not need to complete pages 8-10 of the form (the Expectations section). Some applicants will bypass random assignment because 1) they participated in an HPOG or PACE program prior to HPOG 2.0; 2) they are given a wild card; or 3) they are in an approved exemption group. If applicants will complete the form themselves, please let them know whether or not they need to complete the Expectations section.

Review the paper intake form carefully before applicants leave to ensure that all items are complete and legible. This is particularly important for applicant identifiers and contact information (name, date of birth, social security number, address, phone numbers, permission to text, email addresses, etc.) and for the contact information for at least one alternate contact—a friend or family member who will know how to reach the applicant. Complete and accurate participant contact information—along with similar information for alternate contacts—is critical for the follow-up surveys the study team will conduct over the next few years to determine the effectiveness of HPOG. If contact information is missing or inaccurate, then the survey interviewers will have a difficult time locating study participants. This can result in decreased response rates, which can jeopardize the overall integrity of the research findings and inaccurately represent findings for your program.

Protect the privacy of individuals. The paper form contains personally identifiable information (PII), including social security numbers. It is critical that this information be kept private. Once the paper form is completed, program staff members must attach a “Privacy Sheet” cover page (included as an Appendix in this memo), put the completed form in an envelope, and store it in a locked filing cabinet until they are ready to enter the data into PAGES.

Enter information into PAGES as soon as possible. It is important that your staff enter the information gathered through the paper form into PAGES as soon as possible, and no more than 14 days after the form is completed. Once the information from an individual’s form is entered, checked for accuracy, and locked in PAGES, program staff should shred the form to protect the applicant’s privacy.

If you have any questions on the use of paper forms, please contact your evaluation site team liaison or PAGES Support. Thank you!
Privacy Act Data Cover Sheet

To be used on all documents containing personal information

DOCUMENTS ENCLOSED ARE SUBJECT TO THE PRIVACY ACT OF 1974

Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in the performance of their official duties. Deliver this/these document(s) directly to the intended recipient. DO NOT drop off with a third party.

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