

## **HCA PAPERWORK CHECKLIST**

### ***Pre-Random Assignment<sup>1</sup>***

- ☐ Health Navigator Questionnaire
- ☐ Program Assessment Form
- ☐ Documentation of TANF status or income & family size
- ☐ Documentation of eligibility to work in the U.S. (SS Card & ID)
- ☐ Background check
- ☐ Check for Gold Standard random assignment status in SKIES
- ☐ CASAS/COMPASS scores (in most, but not all cases)
- ☐ Labor market and employer research components of ITA training packet

### ***Random Assignment<sup>2</sup>***

- ☐ ISIS/HPOG Informed Consent (*replaces previous HPOG informed consent*)
- ☐ Basic Information Form (BIF – *pink paper*)
- ☐ Self-Administered Questionnaire (SAQ – *blue paper; seal in envelope*)
- ☐ Conduct Random Assignment

### ***Post Random Assignment***

***(only for customers assigned to the participant group)***

- ☐ HCA Enrollment Form
- ☐ Release of information Form
- ☐ EEO Forms
- ☐ Local evaluation informed consent
- ☐ Training research component of ITA training packet
- ☐ Career Plan
- ☐ Self-Sufficiency Calculator & Budget
- ☐ Status Form(s)

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<sup>1</sup> All paperwork collected during the pre-random assignment period for customers who are ultimately assigned to the control group should be compiled and submitted to Sarah to be stored for research purposes

<sup>2</sup> All Informed Consent, BIF, and SAQ forms should be returned to Sarah for processing; this includes forms that are incomplete or damaged/unusable

## **ISIS TALKING POINTS**

- Healthcare Careers for All (HCA) is part of “ISIS,” a national study testing how well education & training programs help people improve their skills, find a job, and advance in their careers.
- An outside organization is conducting the study.
- If you are interested in HCA, we will first determine if you are eligible for the program.
- If you are eligible and agree to be part of the ISIS study, you will be randomly assigned to (1) a group that receives HCA services or (2) a group that cannot enroll in the program but can receive other services provided in the community.
- Your placement in either group is completely random and has nothing to do with any personal characteristics or any information you provide during intake.
- A computer will do the random assignment, and each eligible person will have a one in two chance, the same as a coin flip, of being accepted into the program.
- Your participation in the study is voluntary, but if you do not wish to volunteer for the study, you won't be able to participate in Healthcare Careers for All.
- If you do volunteer we will collect some additional information about your educational, employment, and personal background; some information will be collected now and some will be collected over the next several years (regardless of which group you are assigned to).