

Talking Points: Study Description.

Use the talking points below to describe the study at intake:

- *I want provide you with information about the Health Careers for All program. This program is designed to help people complete training in the healthcare field and find employment. Participants research training programs to find one they are interested in, and HCA funds the training either through an ITA (“Individual Training Account”), which is money to put towards tuition, or by enrolling participants in HCA classes (“cohorts”) at community colleges. HCA also helps students connect to supportive services and provides assistance in finding a job after training.*
- *HCA is part of a national study to understand how well programs like HCA work in helping people improve their skills, find a job, and advance in their careers.*
- *An outside organization is conducting the study, and HCA is one of several study sites across the country.*
- *If you agree to be part of the study, and are eligible for HCA, you will be assigned by a lottery-like process to one of two groups. One group will receive HCA services, and the other cannot enroll in this program but may be able to participate in other programs and receive other services here or in the community.*
 - *This process is like a lottery or flipping a coin– individuals will have a 50/50 chance of being selected for this training program.*
- *As part of this study, you will be asked to provide certain information about your educational, occupational, and personal background.*
 - *Some information will be collected now. Other information will be collected through a survey and administrative records over the next few years. All personally identifiable information collected (including Social Security Numbers) will be kept private.*
 - *Information will be collected from all individuals who participate in the study, regardless of whether they are randomly selected for the program or not.*
- *Participation in the study is optional, but if you decline to participate, you will not be able to enroll in Health Careers for All.*

Talking Points: Informed Consent.

Use the following talking points to help you describe what consenting to participate in the study means:

- *As I mentioned, Health Careers for All is part of a study being conducted for the US Department of Health and Human Services to understand how well HCA and programs like it work. Your participation is voluntary.*
- *If you agree to be part of the study, you will be assigned to one of two groups: One group will be eligible to participate in HCA, the other group will not, but may be eligible to receive other services here or in the community.*
- *Everyone will have a 50/50 chance of being selected to enter the program. The decision on which group you're in will be made through a computer-based lottery and you will find out which group you are assigned to today.*
- *Which group you are assigned to is random and has nothing to do with things like age, sex, race, ethnic group, education, or other personal characteristics.*
- *If you agree to be part of the study*
 - *I will ask you to complete two surveys today. It will take you about 35 minutes to complete both. The research firm conducting the study will also ask you to complete one or more additional surveys sometime in the next few years. You can refuse to participate in any future survey or decline to answer any of the questions.*
 - *Researchers will also gather employment and other information about you from administrative records.*
 - *You may withdraw at any time. Withdrawing from the study will not affect your eligibility for any services in this program or elsewhere.*
 - *If you are in the group selected to participate in the program and decide to withdraw, you may continue to participate in the program. If you are in the group that is chosen **not** to participate in the program and withdraw you will **not** be able to reapply to the program.*
 - *If you withdraw, researchers may continue to use information that was collected about you during the period that you did give permission for research.*
- *If you consent to participate and are selected to enter the program, I will give you information about enrollment.*
- *If you consent to participate and are not selected to enter the program:*
 - *You can still apply to other programs and services here and elsewhere in the community. I will give you information about other services you may be eligible for.*
 - *Even if you are not selected to participate in the program, you will be in the study.*
- *If you do not consent to participate in the study, you will not be able enroll in this program for as long as the program is enrolling participants as part of the study.*
- *The research firm conducting this study is strongly committed to keeping your data confidential. Your name will never appear in any public document or data files produced as part of this study.*
- *Are there any questions?*
- *Now I need to confirm with you that you have understood everything I said, and everything you have read in the consent form. (Confirm, then proceed.)*

Talking Points: Completing the BIF and SAQ.

Use the following talking points to help you walk participants through completion of these forms:

- *As part of the study, the researchers are collecting some information about you using two surveys. Your answers to the questions on these surveys will not affect your chances of getting into this program. The surveys will take approximately 35 minutes total to complete.*
- *Find the pink form in your packet marked “Basic Information Form.” Please read the instructions on the front cover before starting to answer the questions. The form will take you approximately 15 minutes to complete. You can skip any question that you do not feel comfortable answering, except for the required fields, which include your name, date of birth, gender, and social security number. I will collect this form along with the informed consent when they are both complete.*
- *[After collecting the BIF] The second form is blue and marked “Self-Administered Questionnaire.” This will take you approximately 20 minutes to complete. As I said earlier, your data will be kept confidential. Your name does not appear and your answers will only be seen by researchers. To ensure confidentiality, we are asking you to place your completed questionnaire in an envelope and seal it. The questionnaire will be mailed back to the researchers and no one else will see your answers. You can skip any question that you do not feel comfortable answering. Please let me know if you have any questions. Please read all of the instructions very carefully, take your time, and check your answers for accuracy.*
 - *Once you have completed this form, place it in the envelope and seal it and bring it to me.*