

Reference HREC-

Date Received:

Appendix D

Service Provider (Professional) Focus Group

Information Letter, Informed Consent
Form, and Protocol



Information Sheet

Title of Study: Community-Level Needs and Resource Assessment for Youth Mental Health

Date of Study: July 2007 to June 2010

My name is Dr. Robert Illback. I am a researcher affiliated with the School of Psychology, University College Dublin and Headstrong – The National Centre for Youth Mental Health (along with my colleagues). We are inviting you to take part in an evaluation research project to identify the needs and resources in _____ related to the needs of young people. The study will seek information about the health and mental health needs and concerns of young people. This information will be used to improve services and supports for young people. The title of my research is Community-Based Needs and Resource Assessment for _____. These community studies are being carried out in 6-8 communities across Ireland during the time period of July, 2007 through June, 2010.

You have been chosen to participate in this research, along with a number of other programme professionals in _____ because you work with young people on a regular basis and are familiar with their needs. If you agree to participate in this research, you will be asked to take part in a small focus group (about 8-10 professionals) which will last for approximately an hour. The focus group will be held at _____.

We will ask some personal questions about your work (e.g., the type of agency you work with, the extent of your experience working with young people), and other questions about your perceptions of the needs of young people in this community (e.g., What emotional and behavioural difficulties do young people you work with experience?). With your permission, the focus group discussion will be audiotaped so that we can accurately portray the ideas and opinions expressed. We will then create a transcript of the discussion which does not include any personal identification and then we will destroy the audiotape, so that the ideas and opinions discussed are completely anonymous. We may ask to contact you by telephone or mail if we have any follow-up questions after the discussion. We will also provide you with a summary of our analysis for your comments and reactions. Unfortunately, we are unable to compensate you for your time.

There are no significant risks to you from taking part in this evaluation research. However, it is possible that interpersonal or interagency conflicts could emerge in the discussion, and we ask that you make every effort to insure a professional and cordial exchange of ideas and opinions. There are no foreseeable direct benefits to you for participation, other than the desire that the research will benefit young people, their families, and the community as a whole and thereby assist you in your work.

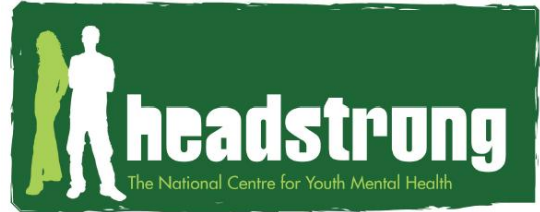
All information obtained from you during the evaluation research will be kept confidential. Anonymous transcripts and notes about the research will be stored in a locked file. Identifying information about you will not be used in any reports of the research. After this research is completed, we will save the transcripts and notes for the purpose of future research for a period of five years. However, the same level of confidentiality guaranteed in this research will apply to the storage and use of the materials.

The only limit to confidentiality is that if someone tells us information that could indicate significant risk to an individual, we have a professional obligation to follow up.

We do ask that you not discuss a particular young person in a way that identifies them personally and that the topics and information discussed during the focus group not be discussed elsewhere by the participants. If a personal issue or concern about your work arises, we will be glad to talk with you after the meeting about it.

Your participation in this evaluation research is voluntary. You are free to refuse to take part at any time, without giving a reason. You may refuse to answer any questions and may stop taking part in the study at any time without disadvantage. You will not be affected by your participation or non-participation in the study in any way.

Please take time to consider whether you want to take part in this evaluation research or not. If you have any questions about the research, please telephone me, Dr. Robert Illback, at 1-716-8725 or contact me by e-mail: bob@headstrong.ie. If you agree to take part in the research, please sign the form on the attached page and keep one copy of this agreement page for your future reference.



CONSENT FORM

Study: Community-Based Needs and Resource Assessment

Researcher: Dr. Robert Illback

DECLARATION

I have read the information sheet describing the above study and this consent form and have had time to consider whether to take part in this study. I understand that my participation is voluntary (it is my choice) and that I am free to withdraw from the research at any time without disadvantage. I agree to take part in this research.

I understand that, as part of this research project, audiotapes of my participation in the research will be made and then transcribed, at which time the audiotapes will be destroyed to insure anonymity. I understand that my name will not be identified in any use of these records. I am voluntarily agreeing that transcripts of the audiotapes may be studied by the research team for use in the research project and used in scientific publications.

Name of Participant (in block letters) _____

Signature _____

Date / /

FOCUS GROUP PROTOCOL

A. RESPONDENT AND PROGRAM CHARACTERISTICS

1. Brief overview of the project and historical system of care efforts
2. Brief summary of Headstrong/Jigsaw concepts
3. Introductions: What is your current position? What organization do you work for? Describe the target population and services provided within this program (brief summary).

B. GENERAL COMMUNITY CHARACTERISTICS

1. Describe the basic demographic and social features of :
2. Population size and density
 - ✓ Changes in population
 - ✓ Geography & natural resources
 - ✓ Natural and social boundaries
 - ✓ Neighborhoods
 - ✓ Jurisdictional boundaries (districts, precincts)
 - ✓ Social classes
 - ✓ Community identification
 - ✓ Sports teams
 - ✓ Community services
 - ✓ Governmental and political structure
 - ✓ Health services
 - ✓ Transportation services (bus, train, taxi, car)
 - ✓ Schools (public, private, all levels)
 - ✓ Employment, employers, prominent businesses
 - ✓ Key community facilities
- ✓ Recreational facilities (parks, playgrounds, clubs)
- ✓ Organizations and clubs (GAA, etc.)
- ✓ Infrastructure (roads, transit, water, sewage, etc.)
- ✓ Income & poverty
- ✓ Housing (social & private)
- ✓ Special events
- ✓ Construction
- ✓ Direction and nature of current growth
- ✓ Community focal points or informal meeting places (churches, pubs, shopping areas)
- ✓ Anticipated future development
- ✓ Educational attainment
- ✓ Racial/ethnic makeup
- ✓ Community cohesion and interaction
- ✓ Isolation/Social values
- ✓ Quality of life

- | | |
|----------------------------------|---------------------------|
| ✓ Attitudes toward education | ✓ Politics and government |
| ✓ Attitudes toward mental health | ✓ Culture and traditions |
| | ✓ Special population |
3. Describe some of the general strengths and assets of _____. Do these serve as protective factors with respect to youth? If so, how?
 4. List and describe the three most prominent youth-related problems in _____.

C. YOUTH NEEDS & YOUTH SERVICES SYSTEM

1. What are your perceptions about the general needs of youth in _____? Are there opportunities for employment, education, social interaction, recreation, and development?
2. What demographic, social, educational, political or other factors contribute to problems of youth mental health?
3. How does the community view the needs of youth? Youth mental health?
4. Have there been any significant incidents that have caught the attention of the general public related to mental health? (anecdotal)
5. Have you ever identified a youth in need of immediate, specialized mental health services? Did you make a referral? What happened? What were the outcomes/consequences?
6. What kinds of mental health problems do you see on a regular basis? Occasionally?
7. What do you see as the biggest “gaps” in the current system?
8. What facilitates or impedes the development and implementation of youth programs in general? Youth mental health programmes?
9. What are the main community resources available to help address the mental health needs of youth? What resources are needed?
10. To what extent are youth involved in the planning and execution of youth and youth mental health programmes?
11. How many participants are reached by your programme? How was the target audience selected? What is the market penetration?

12. Who else collaborates with you on implementing the mental health program? Is there a history of inter-agency collaboration? Are you partnering with any other agencies? In what way(s)?

D. STRUCTURAL & ORGANIZATIONAL COMPONENTS

1. How are youth and youth mental health programmes staffed? What is the process of staff supervision and oversight?
2. Does the staff receive training and support? Are staff training objectives being achieved? What difficulties are you having with training as it is now offered?
3. What is the administrative process for the program? Is the oversight and accountability of the program adequate?
4. Are you receiving the technical support and/or training that you need? Do you have difficulty obtaining support when you need it?
5. What difficulties have you experienced in starting the program? In keeping it running?
6. What has helped the program? Hurt the program?
7. Is the time ripe for change? To what extent is there agreement on the need to change?
8. Is there a clear vision for what the change would look like? What should it look like?
9. Is there sufficient energy to mobilize and sustain change activities?
10. Who are the key people/organizations to involve in the change effort?
11. What immediate steps can be taken to help the community become more ready?