



ACWS Helping Hands Memorandum of Understanding

Date of Contract:

September 13th, 2010

Name of ACWS Lead:

Carolyn Goard, Alberta Council of Women's Shelters

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Name of ACWS Project Support:

Joy Medori, Alberta Council of Women's Shelters

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Title of Project:

ACWS Helping Hands

Duration of Project:

Term: September 13th, 2010 to September 12th, 2012

Research data collection: September 13th, 2010 to September 12th, 2012

Sponsor:

Stollery Charitable Foundation

Ethics Review:

This project with associated evaluation will be submitted to the Alberta Council of Women's Shelters Ethics Committee for approval.

Agreement to Participate Form

Purpose of the Project:

The ACWS Helping Hands program is a collaborative initiative between ACWS, Edmonton and area shelters and the Family Centre. The project seeks to provide young children in shelter with an enhanced level of support and integrate, develop, and evaluate promising child support practices, focusing on pre-school children. A Child Psychologist will provide appropriate attachment-based interventions for pre-school children who are resident in shelter or who participate in shelter outreach programs and have been exposed to domestic violence. The psychologist will remain in contact with the client after the shelter stay. We expect as a result of this project, that children will be better supported and mothers better informed and equipped to mitigate the impact of abuse on their children. Additionally, the program will improve Edmonton shelter worker capacity resulting in the timely provision of effective intervention and support to pre-school children and their mothers. Project results will inform our collective efforts in garnering increased support for children's programming in shelters

Shelter Commitment

The shelter agrees to the following:

Shelter Director/Staff:

- To provide space on-site for Child Psychologist visits.
- To work with Child Psychologist to organize appropriate time for visits.
- To facilitate the attendance of shelter staff at interdisciplinary training on interventions for children.
- To refer children to program (based on consultation with psychologist).
- To facilitate the involvement of mothers in the Helping Hands Project.
- To participate in case consultation as necessary.
- To provide information to the Family Centre on existing shelter programs and supports.
- To ensure that a mentoring relationship/process is developed between shelter staff and the Family Centre.
- To assist in project evaluation, which will include data collection (see Appendix A), 1 post-project debrief, and a review of reports produced.
- To ensure appropriate consent from women using shelter services are obtained for Helping Hands.
- To attend project planning meetings.
- If desired, to contribute to the writing of the final report.

The Family Centre Commitment

The Family Centre agrees to the following:

- Retain a Child Psychologist that specializes in children under the age of 6, with a particular emphasis on the 0-4 age group.
- Provide supervision of the Child Psychologist.
- Child Psychologist to provide services at Lurana, Lasalle, WINGS, and A Safe Place.
 - This would involve weekly shelter visits, with a total weekly commitment of 15 hours per week.
 - Child Psychologist to mentor staff on interventions; develop a roster of services; and provide a report at the end of the year on recommended next steps.
- Execute ongoing monitoring and evaluation of the project including:
 - Number of families served at each shelter per month.
 - Hours spent at each shelter with a breakdown on individual services provided which includes:
 - Individual counseling sessions.
 - Staff mentorship.
 - Documenting Outcome Rating Scales for the project.
- Work with ACWS in the development of the evaluation framework and execution of the final evaluation and report.
- Attend project planning meetings.
- Plan and schedule case consultations and other project related tasks with each shelter, according to shelters' time, needs, and resources.
- Complete PRQ data analysis for year 1 and collaborate with ACWS on completing data

analysis for year 2.

ACWS Commitment

ACWS will:

1. Provide project management and coordination including organizing, chairing and reporting on project meetings.
2. Support the finalization of the project implementation and evaluation plan, associated outcomes and measurement tools.
3. Provide 2 project updates/newsletter to all staff involved in the project and other member shelters.
4. Provide ongoing project support with respect to implementation and monitoring.
5. Support the development of the evaluation framework and project evaluation.
6. Collaborate with the Family Centre on completing data analysis for Year 2.
7. Interface and report to funders.
8. Write the interim and final reports.
9. Finalize dissemination plan and disseminate project results.

What Happens to the Information I Provide:

All information will be confidential. Only key ACWS personnel involved in the project will have access to the information provided. It will be kept in a secure location and destroyed five years after the project is completed.

Ownership of Data:

The quantitative and qualitative data belong to the shelter which will provide all unidentifiable data generated from the project to ACWS.

Agreement Re: Authorship

The authorship of the final evaluation report and any articles will be credited to those who made a substantive contribution to its writing. Participating shelters will also be credited with their specific contributions (e.g., feedback, interviews, etc.) and individuals who contribute to the writing of the report or subsequent publications will receive credit for authorship. Similarly, the authorship of any subsequent publications using information from this action based research project will be credited to those who made a substantive contribution to writing the publication.

For guidelines on authorship, please consult the following websites:

http://members.psyc.sfu.ca/research/authorship_guidelines

<http://www.gradstudies.ualberta.ca/gradmanual/10.2.html>

http://www.icmje.org/ethical_1author.html

The contributions of those who assisted in ways other than writing the reports, including the project advisory team and ACWS project assistants, will be acknowledged in any reports or public or scholarly presentations. The final report will be posted on the ACWS website and hardcopies disseminated among participants and stakeholders.

Signature (written consent)

Your signature on this form indicates that you:

- Understand to your satisfaction, the information provided about your participation in this project.
- Agree to participate in all aspects of this project including measurement of project outcomes.

In no way does this waive your legal rights nor release ACWS, sponsors, or involved institutions from their legal and professional responsibilities. You are free to withdraw from this project at any time. If for any reason it becomes apparent to ACWS that you are unable to fulfill your obligations under this contract, ACWS retains the right to request your withdrawal. You should feel free to ask for clarification of new information throughout your participation.

Name of Shelter/Organization: (please print) _____

Name: (please print) _____

Signature _____

Date: _____

Please keep a copy of this consent form for your records and reference.
Please fax the signed copy to ACWS at (780) 456-7001

Appendix A
Data Collection Elements

Data collection elements to include **(if feasible)**:

A. Mother's Information:

- Age
- Gender
- Length of stay
- Cultural Background (if client chooses to provide this)
Cultural background is included to examine whether there are any associations between the cultural background and intervention. For instance, the intervention is supposed to address cultural sensitivity by tailoring the interventions to suit client's background; if this is successful, an analysis should not reveal any differences between clients of different backgrounds.
- Living arrangements immediately prior to admission
- Type of housing immediately prior to admission
- Abuse History:
 - Types of Abuse experienced (leading to admission)
 - Any physical injuries received as a result of this abuse
 - Does the client have any self-reported physical health concerns at the time of intake?
 - Self-reported physical health concerns – specify
 - Does the client have any self-reported mental health/mental wellness concerns at time of intake?

B. Child's information:

- Age
- Gender
- Length of stay
- Cultural Background
- Abuse History
 - Does the client have any self-reported physical health concerns at the time of intake?
 - Self-reported physical health concerns – specify
 - Does the client have any self-reported mental health/mental wellness concerns at the time of intake?
 - Self-reported mental health concerns – specify