

## PRIVACY CERTIFICATE FACE SHEET

**Title of Project:** Baltimore Safe Start Initiative

**Applicant/Grantee:** Family League of Baltimore City

**Address:** 2700 N. Charles Street, Suite 200  
Baltimore, MD 21218

**Principal Investigator:** Deloris A. Vaughn, Ph.D.

In accordance with 28 CFR Part 22, the applicant/grantee agrees to provide administrative and physical security of identifiable data and to preserve the anonymity of private persons participating in this project. Further, the applicant/grantee assures that any data identifiable to a private person will not be used or revealed except as authorized by 28 CFR §§ 22.21 and 22.22.

Project personnel, including subcontractors, have been or will be advised of these procedures and are required to agree, in writing, to comply with all established procedures to safeguard privacy and confidentiality.

In order to comply with the regulations, the applicant/grantee has attached a document containing all required elements of a privacy certificate as provided in 28 CFR Part 22.

Signature: Deloris A. Vaughn

Date: 2/13/03

**PRIVACY CERTIFICATE FOR OFFICE OF JUVENILE JUSTICE AND  
DELINQUENCY PREVENTION FOR THE BALTIMORE CITY SAFE START  
INITIATIVE**

**1. BRIEF PROJECT DESCRIPTION**

The Baltimore Safe Start Initiative (BCSSI) in collaboration with community leaders, community organizations, parents, public and private agencies has designed and will implement strategies resulting in systems changes that will reduce the harmful effects of exposure to violence on children birth to six years old. The communities where Safe Start will be implemented are Southern Park Heights (SPH) located in Northwest Baltimore and the Southwest Consortium (SW) made up of three discrete neighborhoods (Washington, Pigtown and Poppleton). These communities are a subset of the seven communities originally identified by an ongoing Initiative, Baltimore's Success by 6@ Partnership. The two communities targeted by the BCSSI have a high number of risk indices for CEV among young children and greater services needs compared to Baltimore City.

The strategies of the BCSSI will undergo an impact evaluation to measure change at the systems, community and child levels. Evaluation goals are derived from the Initiative's goals and will determine the impact of the BCSSI by:

***Evaluation Objective 1:*** Assessing change in community awareness and change in systems policies and procedures for reducing the impact of child exposure to violence (CEV).

***Evaluation Objective 2:*** comparing treatment outcomes for children and their caregivers enrolled in Safe Start Intervention Services (SSIS).

Research questions addressed by the local evaluation include:

**1. To what extent has Safe Start's community education and training components reduced the impact of exposure to violence on children at the community and systems level in the target communities?**

- a) Is there greater awareness of CEV among residents in the target communities?
- b) Have agencies across systems instituted new policies and procedures for training and screening for CEV?
- c) Is there a statistically significant increase in collaboration across Safe Start trained child serving agencies?
- d) Has use of the Safe Start MIS (SMART) increased information sharing across systems in the target communities?

**2. Do children 0-6 and their caregivers that receive full Safe Start Intervention Services show better treatment outcomes in comparison to an alternative treatment group?**

- a) Is there a statistically significant difference in clinical and functional outcomes of children who receive structured mental health services in SSIS compared to children who receive an alternative treatment?
- b) Are the caregivers that use full SSIS reporting fewer stressors?

This evaluation will be carried out over three years to cover Phase III or full implementation of the demonstration. The impact assessment will involve five data collection efforts: (1) survey of participants in Safe Start community education and training activities, (2) survey of partner agencies' administrative and frontline staff, (3) review of program documents, and (4) analysis of management information systems (MIS) program data. (5) Finally, conduct pre/post/follow-up assessments of children and families who are recipients of SSIS to measure individual child/family outcomes.

## **2. PROCEDURES TO NOTIFY PARTICIPANTS {see 28 CFR § 22.23 (b) (4)}**

In order to meet participant notification requirements, prior to all interviews research team members will explain the study to potential respondents and obtain informed consent for their participation in accordance with human subjects' provisions and IRB requirements. Elements of the explanation will include:

- (a) Participation in the pilot study and evaluation is entirely voluntary and may be terminated at any time without reason or consequence
- (b) All information gathered during the course of the interview will be held in the strictest of confidence and accessible only to research team members
- (c) All information gathered during the course of the interviews will be used or revealed for research or statistical purposes only, unless an alternative agreement is otherwise reached with the interviewee prior to the use of the information.

## **3. PROCEDURES FOR STORING AND SECURING DATA {see 28 CFR § 22.23 (b)(5), § 22.23(b)(7)}**

To ensure the administrative and physical security of the evaluation data, the following procedures will be implemented:

- (a) Hard data, including interview audio-tapes, transcripts and community program and project documentation and records, will be filed and locked in a central file cabinet. Only research team members will have access to the data.
- (b) Names will be removed from computer data files. The data files will be coded to preserve the anonymity of individual participants and will be filed in a project-specific file coded with a unique project number. This number will be identifiable only to the research team members. Data files will be stored on the Family League's computer network, which is password protected.
- (c) Any data that pertain to private persons will be coded and stored with a research number. The research number will be assigned by the project manager or designee who also will retain a master name-code index on which participants' names and research numbers will be paired. The name-code index will be stored in the project manager's personal locked file cabinet. Individual identities will be disclosed only if deemed necessary for statistical or analysis purposes. Necessity of disclosure will be determined and granted by the project manager.

The following procedures will be implemented to preserve the confidentiality of personally identifiable information:

- (a) Any staff person engaged in the collection and/or management and/or analysis of data will be required to sign a confidentiality agreement, which will specify requisite privacy regulations. In signing the confidentiality agreement, staff will denote their willingness to comply with privacy regulations.
- (b) Training will be provided, as needed, to local research partners and other data collection staff on the protection of confidentiality.
- (c) Intensive monitoring will be done to ensure compliance with confidentiality protocols.

#### **4. PROCEDURES FOR THE FINAL DISPOSITION OF DATA {see 28 CFR §22.25}**

Upon completion of the local evaluation, the security of identifiable research or statistical information will be protected using the following procedures:

- (a) Interview audio-tapes either will be erased or physically destroyed.
- (b) Hard data, including interview transcripts and community program and project documentation and records, will be protected by the removal of identifiers as well as the separate maintenance of the name-code index. All hard data, including the name-code index, will be kept in a locked file in a secure location until removal is authorized by OJJDP or by law.
- (c) Computer data files, including both qualitative and quantitative data files and databases, will be protected by the removal of identifiers as well as the separate maintenance of data code books. All computer data files will be archived in project-specific files coded with unique project numbers. The data will be accessible only to project management staff, and kept until removal is authorized by OJJDP or by law.

#### **5. PROTECTION OF THE ANONYMITY OF PRIVATE PERSONS {see 28 CFR § 22.23(b)(8), § 22.22}**

The Family League certifies that project findings and reports prepared for dissemination will not contain information which can reasonably be expected to be identifiable to a private person, except as authorized by 28 CFR §22.22.

The Family League certifies that appropriate measures will be taken to minimize the risk of disclosing confidential information about identifiable persons. Prior to releasing any statistical tables to the public, the Family League certifies that tables will be examined for potential disclosure problems and appropriate steps will be taken to prevent such disclosure. In addition, the Family League certifies that where findings cannot, by virtue of sample size or uniqueness of subject, be expected totally to conceal the identity of an individual, such individual shall be so advised. In accordance with 28 CFR § 22.27, all individuals will be notified that compliance with the request for information is not mandatory and participation may be terminated at any time.

**6. ACCESS TO DATA IN IDENTIFIABLE FORM {see 28 CFR §22.23(b)(2)}**

Access to data in identifiable form is limited to the following Family League staff and research team members:

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Taj Carson. Ph.D., Family League of Baltimore City

**7. INFORMATION TRANSFER AGREEMENTS {see 28 CFR § 22.23(b)(6), § 22.24, § 22.26}**

The Family League certifies that all contractors and subcontractors requiring access to identifiable data will agree, through conditions in their subcontract, to comply with the requirements of 28 CFR §22.24, regarding information transfer agreements. The Family League will transfer data to our subcontractor, University of Maryland certifies compliance with the requirements of 28 CFR §22.24. The Family League also certifies that OJJDP will be provided with copies of any and all transfer agreements before they are executed as well as the name and title of the individual(s) with the authority to transfer data.

The Family League certifies that, if applicable, a log will be maintained indicating that (1) identifiable data have been transferred to persons other than employees of OJJDP or grantee/contractor/subcontractor staff; and (2) such data have been returned or that alternative arrangements have been agreed upon for future maintenance of such data, in accordance with 28 CFR §22.23(b)(6).