

Request for IRB Approval

Must be completed for all projects
involving human subjects

Follow the format shown below to provide requested information

TITLE	<i>Homeless Training and Employment Project</i>
PRINCIPAL INVESTIGATOR	<i>Daniel Flaming</i>
FUNDING	<i>City of Los Angeles Housing Department</i>
LEVEL OF REVIEW	<p>Indicate the level of IRB review you are requesting for this project:</p> <p><input type="checkbox"/> Level I: Exempt Research and Review (no foreseeable risk)</p> <p><input checked="" type="checkbox"/> <u>Level II: Expedited Research and Review (minimal risk)</u></p> <p><input type="checkbox"/> Level III: Research and Full Board Review (more than minimal risk or protected subjects)</p> <p>The expedited review procedure may not be used where identification of the subjects and/or their responses would reasonably place them at risk of criminal or civil liability or be damaging to the subject's financial standing, employability, insurability, reputation, or be stigmatizing, unless reasonable and appropriate protections will be implemented so that risks related to invasion of privacy and breach of confidentiality are no greater than minimal.</p>
RISK LEVEL	<p>Identify the level of risk that this project will create for human subjects as defined in Section VI of the Economic Roundtable policy on protection of human subjects:</p> <p><input type="checkbox"/> Less than minimal risk</p> <p><input checked="" type="checkbox"/> <u>Minimal Risk</u></p> <p><input type="checkbox"/> Greater than minimal risk but with direct benefit to subjects</p> <p><input type="checkbox"/> Greater than minimal risk but no direct benefit to subjects</p> <p>Briefly summarize the facts that support the risk level you have identified. If the study involves greater than minimal risk, identify all direct benefits to the human subjects as well as any additional safeguards.</p> <p><i>This is a Level II project, posing no greater than minimal risk to human subjects. Comprehensive housing, behavioral health, food, transportation, training, and employment services will be provided for individuals who are likely to become persistently homeless.</i></p> <p><i>None of the information that will be collected to screen participants, track program participation and track program outcomes will create risks of criminal or civil liability, or damage to respondents' employability. Disclosure of information about participants could conceivably cause public embarrassment for some participants.</i></p> <p><i>All respondents will be 18 years of age or older and provide informed consent before providing personal information or participating in the project.</i></p>

HEALTH INFORMATION	<p>Identifiable Health Information:</p> <p>(1) Do you need to access or use patient/subject identifiable health information (e.g. medical records, mental health information, lab reports, x-rays, tissue samples) for this research study?</p> <p><i>Yes, the investigators will obtain and de-identify summaries of case management and behavioral health information collected by the behavioral health service provider for the project. This information will provide high-level summaries of personal challenges faced by project participants and changes in personal well-being and social skill that occur while participating in the project.</i></p> <p>If yes, go to question (2). If no, you do not need to satisfy HIPAA education requirement.</p> <p>(2) Have all investigators and individuals authorized to obtain identifiable health information in this study completed an education program regarding federal (HIPAA) and state privacy requirements?</p> <p>If yes, Please provide certificates of completion. If no, Your study will not be reviewed until all of the requested information has been provided and your application may be returned to you for completion.</p> <p><i>Yes, all investigators and individuals authorized to obtain identifiable health information in this study completed an education program regarding federal (HIPAA) and state privacy requirements. Certificates are attached.</i></p>
INFORMED CONSENT	<p>Indicate the type of informed consent that will be utilized in the study. If a waiver of written informed consent is requested a script of the proposed verbal informed consent should be provided. If a waiver of informed consent is requested please make certain the protocol detail justifies this request.</p> <p><i>Written informed consent will be obtained before participant data is collected or shared. A copy of the informed consent form is attached. It covers:</i></p> <ul style="list-style-type: none"> • <i>Interview questions for the predictive screening tools;</i> • <i>Interview questions to assess employability;</i> • <i>Summary information from behavioral health services;</i> • <i>Transcript information from Long Beach City College;</i> • <i>Information about services received in program;</i> • <i>Information about participation in program activities;</i> • <i>Information about post-program academic, housing and employment outcomes.</i>
LOCATION	<p>Indicate the location where the human subjects involvement will occur.</p> <p><i>Program services will be provided in the greater Long Beach area. Education and training services will be provided at Long Beach City</i></p>

	<p><i>College. Housing will be provided, as available, in South Los Angeles and Long Beach.</i></p> <p><i>Program administration and evaluation data will be housed at the Economic Roundtable office, 244 S. San Pedro St., Suite 506, Los Angeles, CA 90012. No confidential data will leave this office.</i></p>
<p>SUBJECTS, SCREENING, SERVICES, and SAFEGUARDS</p>	<p>Carefully indicate the characteristics of the human subjects that will be involved in the project. When special populations are included or when some or all of the subjects are likely to be vulnerable to coercion or undue influence, indicated what additional safeguards have been included in the study to protect the rights and welfare of these subjects.</p> <p><i>The population being served is:</i></p> <ol style="list-style-type: none"> <i>1. Homeless students enrolled at Long Beach City College.</i> <i>2. Priority for project enrollment will be given to students who:</i> <ol style="list-style-type: none"> <i>a. Are likely to be persistently homeless</i> <i>b. Meet HUD's definition of homelessness</i> <i>c. Are second-year students</i> <i>d. Want to work</i> <i>e. Are employable</i> <p><i>Candidates for the program will be identified by Long Beach City College based on records in which students identify themselves as homeless as housing insecure. The steps in the screening process are:</i></p> <ol style="list-style-type: none"> <i>1. Review de-identified student records provided by Long Beach City College to identify students who appear to meet the priority criteria listed above.</i> <i>2. Conduct an interview with project candidates to obtain the information needed for the predictive screening tools developed by the Economic Roundtable that identify individuals who are likely to be persistently homeless , that is, homeless for 12 or more months in the immediate future.</i> <i>3. As part of the interview to obtain predictive screening information, assess candidates' motivation and capacity for employment.</i> <i>4. Enter information from the interview in the appropriate predictive screening tool(s) to produce a score indicating the probability of persistent homelessness. The minimum probability scores for project eligibility are 0.29 from the screening tool for unemployed workers and 0.32 from the screening tool for young adults.</i> <i>5. Refer candidates who are likely to be persistently homeless and assessed as being employable to Special Services for Groups for a behavioral health assessment to determine their eligibility for behavioral health services and assess whether there are behavioral health barriers to employment such as acute addiction or psychosis.</i> <i>6. Candidates who are determined to be eligible for the project after these screening steps will be immediately enrolled and housed.</i>

The project will enroll cohorts of 10 participants in program cycles lasting 6 months. The services that participants will receive and the organizations providing the services are as follows:

- 1. The project director, who will be funded by the Economic Roundtable, will be responsible for arranging all training and employment and coordinating the work of behavioral health staff with college activities and work-readiness training. The director will provide direct services for project participants including career planning and work-readiness training. Work readiness training will include learning skills, life skills, basic education, communication, problem solving, decision-making, teamwork, active listening, conflict resolution, professionalism, workplace behavior, time management, money management, and civic responsibility*
 - 2. Housing will be provided in one or more residences that provide separate bedrooms for each person with a common area for group activities and meetings. Housing will be paid for by the Economic Roundtable, with the possibility of cost sharing by Joveness Foundation.*
 - 3. The project director will provide post-project housing transition services.*
 - 4. Long Beach City College will provide academic and student support including the EOP&S program that offers academic and personal counseling, priority registration, supplemental tutoring, and supplemental book assistance. In addition, the Basic Needs Program will serve as campus advocates and academic coordinators for the students. The college may provide financial assistance and post-program work-study employment for some participants.*
 - 5. Special Services for Groups will provide mental health, substance abuse and behavioral health case management services to project participants. These services will be funded through Medi-Cal and the Los Angeles County Department of Mental Health.*
 - 6. All meals will be provided for participants. The Economic Roundtable will pay for food unless costs are offset by another source such as CalFresh.*
 - 7. Legal services including record expungement and obtaining birth certificates and drivers' licenses will be provided by the Legal Aid Foundation of Los Angeles and the Los Angeles City Attorney's HEART project.*
 - 8. Participants will be enrolled in General Relief to obtain \$221 toward a \$350 monthly stipend for living expenses. Participants will also be enrolled in CalFresh and Medi-Cal.*
 - 9. The project will provide bus passes, paid for either by Long Beach City College or the Economic Roundtable.*
 - 10. The Los Angeles Orange Counties Building Trades Council will provide pre-apprenticeship training and, when possible, referrals to*
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	<p><i>apprenticeship programs through the MC3 training program that it conducts at Long Beach City College.</i></p> <p><i>The three project organizations that will share participant information, as approved by participants through their informed consent, are the Economic Roundtable, Long Beach City College and Special Services for Groups.</i></p> <p><i>Safeguards that will be used to protect participants include:</i></p> <ol style="list-style-type: none"> <i>1. Securely storing confidential data in compliance with procedures for Security Oversight, Physical Security, Security of Electronic Data, Security of Printed Data, and Transmission of Data set forth in the Economic Roundtable's Confidential Data Management Policy.</i> <i>2. Ensuring that only authorized employees and collaborating researchers are allowed access to confidential data in compliance with procedures for Access to Data set forth in the Economic Roundtable's Confidential Data Management Policy.</i> <i>3. De-identifying records containing individually identifiable data in working files.</i> <i>4. Ensuring that no individual is identifiable in publishing information.</i> <i>5. Following all procedures set forth in the Economic Roundtable's Confidential Data Management Policy and Policy on the Protection of Human Subjects to ensure that no information that can be linked to specific individuals is seen by anyone other than authorized members of the research team.</i>
<p>REPORTING AND MONITORING</p>	<p>Describe the protocols that will be followed for reporting back to the Institutional Review Board and monitoring data security.</p> <p><i>The research team will follow all of the procedures set forth in the Economic Roundtable's Confidential Data Management Policy and Policy on Protection of Human Subjects.</i></p> <p><i>Any study-related events that endanger human subjects or adverse data security events will be promptly reported to the IRB.</i></p> <p><i>Reports on protection of human subjects, data security and project design will be submitted to the IRB semi-annually or more often if requested.</i></p>
<p>ATTACHMENTS</p>	<p>The following additional documentation to support this request for IRB approval is attached:</p> <ol style="list-style-type: none"> <i>1) A transmittal letter stating that no funds will be disbursed to individuals to do research involving human subjects until the proposed project has been reviewed and approved by the IRB.</i> <i>2) A copy of the informed consent form that will be presented to candidates for the project before they are screened.</i> <i>3) A copy of the interview questionnaire used to obtain information used</i>

in the predictive screening tools.
4) *Copies of the HIPAA certificates for Economic Roundtable staff.*



Signature of Principal Investigator

Daniel Flaming, Ph.D.

Print Name of Principal Investigator

August 7, 2020

Date of Signature

President

Title