



## **CARES Plus Program: Limitation of Data Sharing**

Dear CARES Plus Participant:

**Welcome to the CARES Plus Program sponsored by First 5 California.** First 5 California is committed to enhancing the quality of Early Childhood Education in California. CARES Plus was designed to improve the quality of early learning programs by focusing on increasing the effectiveness and retention of teachers working in the early education field. We want to know how well CARES Plus is working, and what aspects of the program are working the best. The information First 5 California will collect for this evaluation will help us learn more about how to support and enhance the early learning workforce in California.

This evaluation is about the CARES Plus program only and not an evaluation of individual teachers or children. You are asked to take part in this program evaluation because you are a participant in CARES Plus.

### **What does it mean for me to participate?**

We will collect information about you related to your role as a teacher such as your education and employment history. You will also be asked to fill out an anonymous CARES Plus Participant Survey to tell us about your experience as a participant in CARES Plus.

You may be randomly selected for CLASS™ observations. The CLASS™ instrument is a form-based method for coding the quality of interactions between teachers and children. If you are selected, researchers may visit your classroom to observe how you interact with students and how your classroom is organized. Alternatively, you may be asked to videotape your interactions with students using recording equipment that we will provide. Researchers will watch these videos and observe how you interact with students and how your classroom is organized. These researchers will code the observations as part of the evaluation process.

Only authorized people will have access to information you provide for the CARES Plus program and evaluation. Personal information about you, and your education and employment, is necessary to run the CARES Plus program and to help us understand how the program is helping the early child education workforce. Personal information that you provide, such as your name, phone number, or address, will never be used in any evaluation reports in a way that can identify you as an individual.

You can restrict use of any data collected about you at any time by filling out and submitting the Limitation of Data Sharing Form that is part of this document.

## What does limitation of data sharing mean?

Limiting data sharing means that any evaluation information collected about you cannot be shared with other agencies or other researchers outside of First 5 California- for example, a university or research organization might request access to CARES Plus data for their own research. If you limit data sharing, your information will only be used to evaluate CARES Plus and will not be shared with anyone beyond First 5 California.

If you choose to limit data sharing, you can still participate in CARES Plus and you can continue to teach in your classroom. We will still collect information about you related to your role as a teacher, you will still be asked to fill out an anonymous CARES Plus Participant Survey, and you may still be randomly selected for CLASS™ observations. If you have any questions you can contact Robert Dean at (916) 263-1021, or email him at [rdean@ccfc.ca.gov](mailto:rdean@ccfc.ca.gov)

If you do not want to limit data sharing, you don't have to do anything. Just keep these forms in case you have questions later.

***It is the firm policy of First 5 California that data collected for this evaluation may not be used for individual performance review, promotion, discipline, or retention decisions related to teachers, assistants, or other classroom staff. If you feel that any information collected for our evaluation is being used in violation of this policy, please contact Robert Dean at (916) 263-1021 or email him at [rdean@ccfc.ca.gov](mailto:rdean@ccfc.ca.gov)***

If you have any questions or concerns about your rights as a research subject, you can contact the state Committee for the Protection of Human Subjects at (916) 326-3660, or email them at [cphs-mail@oshpd.ca.gov](mailto:cphs-mail@oshpd.ca.gov)

**If you do not want information collected about you to be shared, please fill-out this form and return it to First 5 California.**

# CARES Plus Participant Limitation of Data Sharing Form

I have received information about this evaluation. The process is clear to me and my questions have been answered satisfactorily.

I do not want any information collected about me to be shared beyond First 5 California.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

COUNTY: \_\_\_\_\_

**Program Administrator:** Please provide the following information before remitting to First 5 California:

**County:** \_\_\_\_\_

**Participant ID:** \_\_\_\_\_

Keep a copy of this document for your records and send the original to:

Attn: Robert Dean  
First 5 California, Results and Evaluation Division  
2389 Gateway Oaks Drive, Suite 260  
Sacramento, CA 95833