

*****PLEASE LABEL ALL FORMS WITH STUDY NUMBERS. PLEASE ELIMINATE ANY IDENTIFIERS (NAMES, ETC.).**

Enrollment into Incredible Years Evaluation and Data Collection Process

In meeting with families enrolling in IY (prior to first group):

- Describe the nature of the IY groups, what to expect, any logistics related to child care, etc.
- Invite the individuals to participate in the evaluation. Review the informed consent. Get signed consent from each parent or caregiver (mother and/or father). Provide a copy of the signed consent to each parent. The consent form can be located [here](#) in English and here in Spanish.
- Interview each participating family member using the National Outcomes Measure (NOMS), following the sections identified for a baseline assessment. If two caregivers are participating, they should each complete a separate interview. Tip: You may choose to have one caregiver complete the paper-and-pencil measures while you interview the other caregiver and then switch. The English NOMS is available [here](#) and the Spanish NOMS is available [here](#).
- If families choose not to participate in the evaluation, the IY group leader should complete the NOMS Record Management (no interview) and Section A, based on available demographic information.
- Each participating parent should also complete the Parenting Stress Index – Short Form (mailed to sites) and the Parent Practices Interview (available here).
- Parents/caregivers should complete the Eyberg Child Behavior Inventory (mailed to sites), based on each child in their family in the targeted age range for the IY group (one instrument per child). Either one parent can complete it or the parents can reach consensus. The same format should be used in subsequent assessments.
- Provide each parent participating in the evaluation with a gift card and ensure each parent has signed the form documenting receipt of the gift card, which is available [here](#).

At the end of each meeting of the IY group or make up sessions:

- Ensure each family member has completed the sign-in sheet.
- Ask each family member to complete the Parent Weekly Evaluation, available [here](#) in English and [here](#) in Spanish.
- The IY group leaders should each independently complete the Collaborative Process Checklist, available [here](#).

At the end of the IY groups or if a parent withdraws from the group:

- Complete each of the instruments included in the enrollment process with each participating caregiver (NOMS, ECBI, LIFT, and PSI-SF). Please strive to have the ECBI completed by the same caregiver initially completing it. At the final visit, the caregiver should also complete the Parent Satisfaction Survey available in [English](#) or [Spanish](#).
- If the participant withdraws from the group prior to conclusion, strive to complete discharge instruments either through a home/community visit or over the phone. If unable to reach the caregiver or he/she declines to participate, the IY group leader should complete the NOMS Record Management and Section J based on available information.
- Provide each parent participating in the evaluation with a gift card and ensure each parent has signed the form documenting receipt of the gift card, which is available [here](#).

Submission of Data to the Texas LAUNCH Evaluation Team

Data, including consent forms and gift card receipts, should be submitted within 1 week of collection. Sites can submit through any of the following strategies:

- Enter data into RedCAP data system
- Scan and upload data into RedCAP system
- Scan and email data with encrypted email system.

Texas LAUNCH

Evaluation - Incredible Years



Intake

- **From Parents:**
 - Consent form
 - National Outcomes Measures Survey (NOMS)
 - Parent Practices Interview (LIFT)
 - Eyberg Child Behavior Inventory (ECBI)
 - Parenting Stress Index (PSI)

At Each Group

- **From Parents:**
 - Attendance Sheet
 - Parent Weekly Evaluation
- **From Providers:**
 - Collaborative Process Checklist

Discharge

- **From Parents:**
 - National Outcomes Measures Survey (NOMS)
 - Parent Practices Interview (LIFT)
 - Eyberg Child Behavior Inventory (ECBI)
 - Parenting Stress Index (PSI)