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Vital Research Consent Form for 2018–2019 National Core Indicators Survey

You have been selected to take part in an in-person survey by the Wisconsin Department of Health Services (DHS) about quality of life. This survey will give you the opportunity to share your opinions, feedback, and personal experiences about the services you get**.** You do not have to take part in the survey if you do not want to. You can take as much time as you need to decide if you will take part.

Why is DHS doing this survey? DHS wants to learn more about how to help people in Wisconsin who are getting long-term care. This survey will help us learn more about these services and how these services impact quality of life. We are asking approximately 3,300 people like you to help us achieve this goal.

Who is selected to participate in the survey?
People are randomly selected to be in the survey. People may be selected if both the following apply:

- They have a developmental, intellectual, or physical disability or are elderly.
- They are getting services from a Medicaid long-term care program or nursing home. Medicaid long-term care programs include Family Care, Family Care Partnership, PACE (Program of All-Inclusive Care for the Elderly), and IRIS (Include, Respect, I Self-Direct).

What if the person who was selected is not able to verbally take part or show understanding of the questions being asked? The person's guardian or a proxy respondent of the person's choosing may take part in the survey on the person's behalf.

Who is conducting the survey? DHS has contracted with Vital Research, an independent research organization, to conduct the survey.

Do I have to be in the survey? No. Being in the survey is voluntary.

What should I do when I get the letter about being in the survey? A survey interviewer will call you sometime between now and May 31, 2019, to talk about the survey with you and see if you want to be in the survey. If you want to be in the survey, you can schedule a time to meet.

During the call, you will not be asked to provide any personally identifiable information except to verify the address for the meeting in this call. You can find the names and pictures of the survey interviewers on the Vital Research website at https://vitalresearch.com/wisconsin/nci/index.html. The website also has more information on the survey. If you want to know more about the survey before we call you, you can call Erin Der-McLeod toll-free at 888-848-2555.

What happens if I say, "Yes, I want to be in the survey"? We will schedule a time to meet with you. You can choose a time and place that works best for you.

What happens if I say, "No, I do not want to be in the survey"? No one will treat you differently. The services and supports you get will not change.

What happens if I say, yes, but change my mind later? You can choose to not be in the survey at any time. No one will treat you differently. The services and supports you get will not change.

Who can be there during the survey? Your guardian or power of attorney, if you have one, may be there during the survey. You, your guardian, or your power of attorney may also ask your care staff to be there during the survey if you want to include them.

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What if I need a translator? If you need a translator for the survey, let us know when we call you about the survey or call Erin Der-McLeod toll free at 888-848-2555 to let her know. We will either bring a translator to the survey or have an interviewer who speaks that language conduct the survey.

Do I need to do anything before taking the survey?
You need to sign the consent form. By signing the consent form:

- You agree to be in the survey.
- You acknowledge that we talked with you about the survey information and answered all your questions.

The interviewer will keep the signed consent form and give you a copy.

How long will the survey take? The survey will take 30–45 minutes.

Will it cost me anything to be in the survey? No.

What questions will be asked during the survey?
We will ask you about the following:

- People paid to help you
- Your case manager
- Your personal safety
- Your transportation services
- Things you do in the community
- Your health
- Working at a job
- Supports and services you may be getting

Do I have to answer all the questions? No. You can skip any question you do not want to answer. You can also stop answering questions at any time.

Will my answers be kept private? Your answers will be grouped with others and will be reported with no identifying information. Your answers will not be shared with any of the people who help you, your service provider agency, or anyone else. The only time we would share your information is if you report that your safety is at risk.

How does being in this survey help me? We will use the survey information to improve services and better understand people's needs. You may not see results right away, but your answers will help people with disabilities or who are elderly in the future.

Who can I call if I have questions or concerns? If you have questions, concerns, or complaints about the survey or if you change your mind and do not want us to use your answers, you can call Erin Der-McLeod toll free at 888-848-2555.

Consent of Authorization

I read or had someone read to me the information provided above. I have asked all the questions I have at this time.
I voluntarily agree to take part in this survey. I will get a copy of the consent form for my records.

_____

Signature – Person Getting Services/Guardian Date Signed

_____

Proxy Signature (if applicable) Date Signed

Please keep this copy for your records.