

## Steps for recruitment, verification and data collection of children, young people and carers for *Pathways of Care Longitudinal Study (POCLS)*

1. Children and young people who match the study's selection criteria will be identified using KiDS extracted through CIW.
2. CIW extract will be uploaded into the Recruitment Database and a unique study ID for each selected child will be created.
3. The eligibility of the child is confirmed (first time entry to care during recruitment period and on final orders during the data collection period)

### Steps to verify the sample prior to recruitment:

4. The Child Study Checklist will be populated from the Recruitment Database and emailed from [pathways@facs.nsw.gov.au](mailto:pathways@facs.nsw.gov.au) to the designated POCLS regional e-mail box for verification.
5. The regional officer who manages the regional e-mail box will then forward the Study Child Checklist to the appropriate CSC staff to check.
6. CSC staff will then:
  - a. Verify the child and carer details on the Study Child Checklist and update KiDS as required
  - b. Complete and return the Study Child Checklist by email to the regional e-mail box.
7. The regional officer who manages the regional e-mail box will then forward the Study Child Checklist to [pathways@facs.nsw.gov.au](mailto:pathways@facs.nsw.gov.au) within 5 days.
8. Once the completed Study Child Checklist is received from the region, the updated information will be extracted from KiDS through CIW and uploaded into the Recruitment Database.

### Steps to recruit the sample Wave 1 to Wave 5

9. FACS will re-confirm the eligibility of the child and current carer (e.g. the carer is the same as the previous wave or different to the previous wave)
10. If the child is still eligible and with same carer, I-view approach the same carer for the next interview. If the child is with a different carer, FACS send a pre-approach letter and the study brochure to the new carer.
11. FACS will then seek permission from the carers by phone for the contact details to be sent to I-view.
12. If carers agree, FACS will securely transfer the data to I-view.
13. I-view will contact carers to seek their willingness to participate in the POCLS.
14. If carers agree to participate I-view will make an appointment for the interview.
15. I-view will administer the consent forms and conduct the face-to-face interviews with carer and/or child and young person.
16. The de-identified data will be loaded into the study database for analysis and reporting.

Note: Information can only be shared between FACS and I-view for the purpose of recruitment, as per the Memorandum of Understanding.

