

DCYF Compensation Trigger Process

Last edited Dec 12, 2022

Resources

- [Airtable Engagements Tab](#)
- [Airtable Participants Tab](#)

Steps

1. During the consent script, note that we can offer \$100 compensation for their time, but that if they receive funds directly from DCYF then they are not eligible to receive this incentive. Pause to allow them to interrupt and decline the incentive. If they do not, assume they are eligible.
2. Conduct the interview/listening session/engagement with the participant
3. Check that the participant has signed the consent form.
4. In the Airtable Participants tab, check the checkbox under the field "Signed Consent Form"
5. In the AirtableParticipants tab, check that field (ie. column) titled "Eligible for Compensation" confirm their entry is "Yes" (or "No" if not)
6. In the Airtable Engagements tab, find the scheduled engagement that this participant was connected to, change the "Status" field (ie. column) to "Interviewed"
7. This will trigger a Slack message sent to Hannah and Shelly with a link to this participant to indicate they need to be compensated.