



## Policy: Clients Participating in Research

**ChildNet Number:** CN 004.008  
**Original Approved Date:** June 30, 2003  
**Policy Revised Date(s):** June 22, 2010  
**Policy Sunset Date:**  
**COA Standard(s):** RPM 2.01, ETH 6.01, 6.02, 6.03

### Statement of Policy:

ChildNet formally and rigorously reviews requests and proposals that involve its clients' participation in research to ensure that the benefits of such projects are ample and that any potential risks to clients, their rights and the agency are always appropriately and effectively identified, evaluated and managed..

**Board Chair's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

10-29-10



## **Procedure: Clients Participating in Research**

**ChildNet Number: CN 004.008**

**Original Approved Date: June 30, 2003**

**Procedure Revised Date(s): June 22, 2010, February 10, 2011, December 12, 2012, May 14, 2014, March 9, 2016, February 21, 2018**

**Procedure Sunset Date:**

**COA Standard(s): RPM 2.01, ETH 6.01, 6.02, 6.03**

**Definitions (If any):**

### **Statement of Procedure:**

All requests and proposals seeking the participation of ChildNet clients in research are reviewed by an internal agency review board which must approve such participation and report on each of its recommendations to the Chief Executive Officer and the Board of Directors. The review board also monitors the implementation of any and all approved requests and projects. This does not include internal quality assurance initiatives.

- A. All requests or proposals to perform research with ChildNet clients must be submitted to the Director of Service Coordination who will convene a meeting of an internal agency review board to consider the request.
- B. The internal agency review board, at a minimum, includes the Executive Director, the Director of Service Coordination, a ChildNet attorney, a nurse if applicable, and at least one ChildNet staff member who is a licensed mental health professional. If no such staff member is available, the Director of Service Coordination will identify a similarly credentialed network service provider to participate.
- C. At a minimum, the review board will consider and ensure the following prior to recommending approval of a proposal:
  1. Protection of the identity and privacy of all participants.
  2. Completion of consent forms by all participants or parent or legal guardian, that include all of the following:
    - i. A statement that the individual's participation is voluntary;
    - ii. A statement that services will continue to be provided to the individual regardless of their decision to participate;
    - iii. An explanation of the nature and purpose of the research;
    - iv. A description of possible risks or discomfort to the client;
    - v. A guarantee of confidentiality;



3. If children who are wards of the state are participating that, as required by Code of Federal Regulations 45 CFR § 46.4.09 and 21 CFR § 50.56:

- i. The research is related to their status as wards or is conducted in settings in which the majority of children are not wards
- ii. There is, as necessary and appropriate, the identification and assignment of an advocate for each child participating

4. Ethics of proposed or existing research.

D. The internal agency review board reports to the agency's Risk Management Committee at the Committee's quarterly meetings any new requests or proposals that have been received for consideration and obtains input from the Committee related to potential risks prior to making its final recommendation to the CEO and Board.

E. If a project is approved, the internal agency review board designates a ChildNet staff member responsible for oversight of the subsequent participation of ChildNet clients. That staff member collects documentation reflecting the project's continuing compliance with the requirements listed above so as to ensure that the identity and privacy of participants is safeguarded. This staff member immediately informs the review board, through the Director of Service Coordination of any lapses or impediments to compliance.

President's Signature: \_\_\_\_\_

Date: 02-27-18