

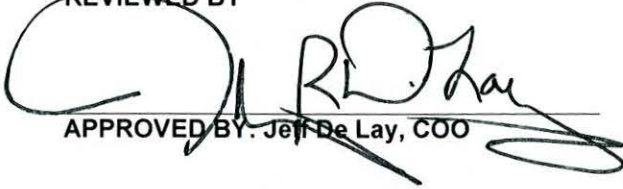


Policy/Procedure Statement

- POLICY NO.: CL 10021
- POLICY: REVISED
- EFFECTIVE DATE: 1/1/2015

Steve Wiland

REVIEWED BY


APPROVED BY: Jeff De Lay, COO

Clinical & Program Services

DEPARTMENT

14 MAY 2015
APPROVAL DATE

**SUBJECT: RESEARCH, EVALUATION AND PARTICIPANT PROTECTION
POLICY**

I. POLICY

It is the policy of Detroit Wayne Mental Health Authority (Authority) that the promotion of quality research and evaluation improves the delivery of services and enhances outcomes for public mental health, intellectual/developmental disabilities and substance abuse services.

The Research Advisory Committee (Committee) will assist the Authority by making recommendations relative to research and evaluation initiatives involving the Authority and its contractors, subcontractors, and service recipients.

II. PURPOSE

This policy is to provide guidance to the Committee to implement a research agenda that is aligned with the Authority's strategic priorities, and to oversee the protection of any human subjects/participants involved in research efforts.

III. APPLICATION

This policy applies to the Authority, MCPNs, subcontractors, and direct contractors, and other subcontractors or community partners performing research using DWMHA resources, or involving human subjects that are service recipients of DWMHA's provider networks.

IV. DEFINITIONS

- A. Service recipient: An individual who is currently receiving services or supports within the Authority's provider networks, including MCPNs, contractors and subcontractors.



- B. Evaluation: A formal assessment of the process, effectiveness, outcome or impact of a program or service.
 - 1. Internal evaluation: Conducted for purposes of internal assessment and quality improvement within an organization,
 - 2. External evaluation: Conducted for purposes of publication and/or dissemination beyond the organization.
- C. Institutional Review Board (IRB): A committee with the purpose of overseeing the safety of participants and ensuring that participants are adequately informed about the purpose, procedures, activities, risks and benefits of the research. Often tied to an educational institution or governmental unit, although sometimes free-standing.
- D. Participant: An individual, group or organization that consents to participate in a research activity.
- E. Research: Any systematic investigation, including research development, testing and evaluation, designed to develop and disseminate knowledge.
- F. Contractor: A legal entity or entities, or division of a legal entity contracted with the Authority to provide community mental health services and supports as specified by the Authority.
- G. Subcontractor: A legal entity or entities, contracted to perform all or part of a community mental health service that is the contractual obligation of an Authority contractor.
- H. Director: The Chief Medical Officer of the Detroit Wayne Mental Health Authority or his/her designee.
- I. Expedited Review: An abbreviated and accelerated process for review of research and/or evaluation proposals that pose minimal risk to participants or none at all.
- J. Minimal Risk: The likelihood and magnitude of harm to participants is not more than would be expected in everyday life or during participation in routine physical or psychological examinations.

V. STANDARDS

A. GENERAL:

- 1. The Committee will act as a collaborative body to encourage the development of research and evaluation proposals within the framework of a research agenda informed by DWMHA's strategic priorities.
- 2. The Committee will encourage and promote the dissemination and utilization of research-based practice.

B. COMMITTEE:

- 1. The Director will appoint members to this Committee at the recommendation of the Committee Co-Chairs and/or other Committee members.



2. The Committee will be comprised of members with a variety of skills, expertise and experiences, representing the Authority, its contractors, subcontractors, service recipients, and other stakeholders, including research and funding communities.
3. The DWMHA Director will appoint one Co-Chair, and the majority of Committee members shall elect another Co-Chair to lead the Committee. The Committee shall review co-chairmanship on an annual basis.
4. The Committee shall meet at least quarterly or as often as necessary to carry out its charge. The Committee shall convey its recommendations in writing to the Director and/or his or her designee.
5. Dissemination and/or publication of research findings must comply with the following:
 - a. Published materials may not include personal identification data or other information about service recipients deemed confidential by state or federal laws or rules.
 - b. The Authority shall be given recognition for its contribution to any/all publications, papers, and presentations arising from any involved research study.
 - c. The Authority shall be provided with copies of any supported (in-kind) products that include the following attribution: “The production of this study/report/publication was supported by the Detroit Wayne Mental Health Authority.”
 - d. All information to be disseminated shall be provided to the Director and all members of the Committee.
6. The following do not require submission for Committee review:
 - a. Proposals that do not affect service recipients of the Authority’s provider networks.
 - b. Internal evaluation/quality improvement projects within a provider agency or MCPN.

VI. QUALITY ASSURANCE/IMPROVEMENT

The Authority shall review and monitor contractor adherence to this policy as one element in its network management program, and as one element of the QAPIP Goals and Objectives.

The MCPNs, their subcontractor’s and direct contractor’s quality improvement program must include measures for both the monitoring of and the continuous improvement of the program or process described in this policy.

VII. COMPLIANCE WITH ALL APPLICABLE LAWS

Agency staff, MCPNs, their subcontractors, direct contractors, and Substance Abuse Coordinating Agencies (CAs) and their subcontractors are bound by all applicable



local, state, and federal laws, rules, regulations, and policies, all federal waiver requirements, state and county contractual requirements, policies and administrative directives in effect as may be amended.

VIII. LEGAL AUTHORITY AND REFERENCES

- A. Code of Federal Regulations, Department of Health and Human Services Title 45, Public Welfare, Part 46, Protection of Human Subjects; Subparts A, C, D
- B. Michigan Mental Health Code, PA 258 of 1974, as amended
 - 1. 330. 1919 Training, Studies and Research
 - 2. 330.1116 Powers and Duties of Department

IX. EXHIBIT(S)

- A. Associated forms posted at <http://www.vceonline.org/Research-Advisory-Committee.id.1569.htm>



Please Check:

Policy: New Revised Annual Review

Effective Date:	Reviewed By:	Reviewed Date:	Fiscal Year:
1/1/2015	Steve Wiland, Andrea Smith (Research Advisory Committee)	1/1/2015	2015