

# POLICY AND PROCEDURE

## REACH for Tomorrow

RC-702

**TITLE: Client Research Procedure**

**EFFECTIVE DATE: 10/16/18**

**AUTHORIZED BY: Board of Trustees**

1. REACH for Tomorrow, its staff, volunteers and students, will not conduct research activity directly involving youth or other identified clients receiving services. Research activity is defined as a systematic investigation of phenomena or relationships among variables, guided by existing theory in the mental health field and executed within a rigorous methodological design, such that the results are generalizable and have the potential to yield new knowledge about the causes and prevention of mental health problems, the mental health needs of special client populations, and the development of effective services.
2. In the event that request is made to conduct research that would directly involve interaction with clients, the request will be sent to the executive director for review (please refer to the agency's research, fundraising, publicity policy and the research protection policy for guidelines).
3. In the event their research should be permitted, the following requirements must first be met:
  - a. The research design shall:
    - i. Promote consideration of particular values and preferences, including the decision to discontinue participation;
    - ii. Recognize responsibilities under law and regulation;
    - iii. Inform participants of their rights and responsibilities in the research project; and
    - iv. Undertake the process in an ethical manner.
  - b. Ensure that information that identifies individuals shall be used in compliance with Federal and state laws and regulations, with professional standards regarding confidentiality and client rights.
  - c. Ensure that, prior to the start of research activities in which a participant is being asked to participate, potential subjects receive explanatory written and oral information about the activities and its perceived value and link to better treatment.
  - d. Participation in any research project will only occur with the voluntary consent of the client or the guardian of any minor.
  - e. Voluntary consent to participate assumes that the client has not been poll worse for rent to participate in any manner, to include withdrawal of services; nor a financial incentive to participate be given.
  - f. All consents signed must include the following:
    - i. A statement that participation is voluntary;
    - ii. A statement that the participant may refuse or discontinue participation at any time without penalty or loss of benefits or services to which the participant is otherwise entitled;
    - iii. An explanation of the purpose and nature of the research;
    - iv. a clear description of possible risks or discomfort;
    - v. The guarantee of confidentiality;
    - vi. The participant's signature; and
    - vii. A statement that research activity shall be monitored on a quarterly basis through the agency's performance improvement process.