

RESEARCH

PURPOSE

To provide guidelines for agency staff and outside interest to conduct empirical research activities.

SCOPE

This policy applies to all research activities with any CFCE clients or records.

POLICY

The Agency shall participate in non-invasive research activities, which enhance the knowledge base of appropriate services to families and children.

PROCEDURE

All research projects require the review and approval of the CEO. Any research project undertaken by staff, students or outside agencies, which involve human subjects, must be reviewed and approved by the CEO.

Research is defined as a formal investigation designed to develop or contribute to generalizable knowledge.

A human subject of research is an individual (1) from whom an investigator obtains data by interaction or intervention, or (2) about whom the researcher obtains confidential information.

All research projects must provide safeguards, which ensure that the rights and welfare of the human subjects are adequately protected.

Research involving the use of treatment modalities, which restrict or limit freedom of choice, are prohibited unless an exception is made by the Board of Directors after intensive review. Intrusive or invasive research using drugs or mind-altering substances will not be permitted.

In order to secure approval, the researcher must submit copies of the proposal for the research project and all protocols, which will be used. The research must include the following safeguards:

- Confidentiality of information provided as specified in the agency's confidentiality policy.
- Anonymity where data will be summarized in aggregate form so that no subject will be identifiable.
- Informed consent for all subjects.
- Subjects informed that the study is not a part of CFCE and will in no way impact current or future services provided by CFCE.
- Provision for subject to discontinue participation at any time without negative consequences.
- Name, address and telephone number of entity responsible or sponsoring the research for inquiries and/or complaints about the research.

Depending on the length of the research, interim reports may be required at time periods determined by the CEO. A copy of the final report must be sent to the Agency.

The researcher(s) must alert the CEO of any problems and/or concerns deriving from the implementation of the research study.