UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES	
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RESEARCH AND EVALUATION	

RATIONALE: Division activities are empirically based and continually enhanced through program evaluation. The REB supports this approach by directly collecting, analyzing, and disseminating information. The Division is committed to promoting and supporting research conducted by the Division staff and by researchers from outside agencies. The REB oversees and periodically reviews these approved research activities to ensure they follow the guidelines and professional standards of practice outlined in the Department of Health and Human Services (DHHS) policy.

Replaces: 01-04 Research and Evaluation Bureau

Related Policies, Applicable Standards, Statutes: DHHS policy 07-08 Institutional Review Board & Human Research Protections

Original Effective: December 5 2003	Revision: April 5, 2024	Next Review Due: April 6, 2027

I. DESCRIPTION

The Division's Research and Evaluation Bureau (REB) is responsible for the timely provision of accurate, reliable, and valid interpretation of information regarding the operation of JJYS facilities/programs and the success of the minors placed in those facilities/programs. The REB is responsible for screening and accepting proposals for the use of said data.

II. DEFINITIONS

The following terms are defined for this policy as:

A. **Informed Consent:** A written form that explains the study in simple, easily-understood language and easy-to-read type that is given to participants and/or guardians as required prior to participation in any research project in accordance with DHHS policy 07-08 Institutional Review Board and Human Research Protections.

B. **Legal Guardian:** A person recognized by the Division as having the authority to give consent on behalf of a minor under the age of 18. Division staff cannot act as a legal guardian in regard to informed consent to use a minor's data.
C. **Research and Evaluation Bureau (REB):** The unit responsible for gathering, analyzing, and disseminating data to meet the Division's information needs.
D. **Special/Unique Information Requests:** Requests for information not found in current data sources/reports, require extensive reformatting of data, or require a unique data collection procedure.
E. **Typical/Common Information** Requests: Requests that can be resolved in a relatively short period of time. This includes reports that can be generated from existing data or that use predefined data-collection procedures.

III. POLICY

A. Research projects using Division data are encouraged. Projects must meet the conditions of the Department of Health and Human Services Policy and Procedures regarding the use of human subjects.
B. Evaluation
    1. The REB is responsible for collecting, analyzing, and presenting data for the Division as authorized by the Division Director.
    2. REB staff shall comply with professional standards of practice for data collection and entry protocols. Data collection may include use of questionnaires, interviews, and extraction of information from the Division's case management system (Court and Agencies' Record Exchange [CARE]).

IV. PROCEDURE

A. Data Requests
    1. Initial requests for data shall be submitted to the REB. Division staff requests for data shall be approved by their Assistant Program Director (APD), Program Director (PD), Deputy Director or Division Director.
    2. Third party requests for information shall be submitted directly to the REB.
B. Research
    1. The research must not involve medical or pharmaceutical treatment;
    2. The research design must conform to standards accepted by social science professionals;
    3. Prior written permission must be obtained from the facility/program APD where the research will take place;

4. The planned research must include procedures for collecting informed consent (DHHS policy 07-08 Institutional Review Board & Human Research Protections) from all participants directly involved in the project where personally identifiable information will be used. If the study involves minors under the age of 18, written permission must also be obtained from the parents/legal guardians of those individuals. Note that case managers or other Division officials cannot grant permission on behalf of the absent parent(s)/legal guardian(s).
5. Prior written permission shall be obtained from the REB Director;
6. Prior written permission shall be obtained from the Human Subjects Committee (or equivalent) of the agency sponsoring or conducting the research; and
7. Prior written acceptance of the project shall be obtained from the Department of Health and Human Services Institutional Review Board.

V. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Division of Juvenile Justice and Youth Services Executive Management Team and is approved upon the signature of the director.



04/05/2024

Brett Petersen, Director — Signature Date
Division of Juvenile Justice & Youth Services