I. Policy Statement

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 JJS facilities/programs and the success of the minors placed in those facilities/programs. The REB is responsible for screening accepting proposals for the use of said data.

II. 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 also 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 Human Services (DHS) policy.

III. Definitions

The “Research and Evaluation Bureau” in the unit responsible for gathering, analyzing, and disseminating data to meet the Division’s information needs.

“Typical/Common Information Requests” are those 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.

“Special/Unique Information Requests” are those for information not found in current data sources/reports, require extensive reformatting of data, or require a unique data collection procedure.

“Informed Consent” is a written form that explains the study in simple, easily-understood language and east-to-read type that is given to participants and/or guardians as required prior to participation in any research project in accordance with DHS policy 01-10, Institutional Review Board.

“Legal Guardian” is 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.
IV. Procedures

A. The Research and Evaluation Bureau
   1. Initial requests for data must be submitted to the REB. Division staff requests for data must receive approval from their APD, PD, Deputy Director or Division Director.
   2. Third party requests for information must be submitted directly to the REB.

B. Research
   Research projects using Division data are encouraged. Projects must meet the conditions of the Department of Human Services Policy and Procedures regarding the use of human subjects. This includes:
   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 (in accordance with DHS policy 01-10) from all participants directly involved in the project (e.g., in direct or where personally identifiable information will be used). If the study involves minors under the age of eighteen (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 must be obtained from the REB Director;
   6. Prior written permission must be obtained from the Human Subjects Committee (or equivalent) of the agency sponsoring/conducting the research; and
   7. Prior written acceptance of the project must be obtained from the Department of Human Services Institutional Review Board.

C. Evaluation
   1. The REB is responsible for collecting and 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 (Courts’ and Agencies Record Exchange [CARE]).
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 Services Executive Management Team, and is approved upon the signature of the director.

Brett M. Peterson, Director
Division of Juvenile Justice Services

06/02/2021
Signature Date