

Chapter: Agency Management and Operations Subchapter: Interaction with the Public Rule: Research Projects ACA: 4-JCF-6F-06 Statutes: Human Resources Code §203.007	Effective Date: 1/1/17 Page: 1 of 4 Replaces: GAP.385.8153, 8/28/98
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RULE

(a) **Purpose.**

This rule addresses:

- (1) research related to juvenile delinquency;
- (2) the assurance of confidentiality by establishing procedures that comply with state and federal guidelines and laws and accepted professional and scientific ethics; and
- (3) the ability of the Texas Juvenile Justice Department (TJJD) to provide sufficient technical assistance for research projects.

(b) **General Provisions.**

- (1) TJJD encourages research beneficial to TJJD or the juvenile justice system.
- (2) TJJD uses research results to aid decision making regarding agency operations and youth treatment programs.
- (3) TJJD collaborates with other agencies whenever possible and shares research information as appropriate and as allowed by law.
- (4) Any patentable product, process, or idea that might result from a research project funded by TJJD is the property of TJJD.

(c) **Youth Participation.**

Participation by TJJD youth as research subjects is restricted as follows:

- (1) TJJD youth may not be used in experimental projects involving medical, pharmaceutical, or cosmetic research.
- (2) TJJD youth may participate in nonmedical, nonpharmaceutical, or noncosmetic research on a voluntary, noncoercive basis.
- (3) TJJD youth who choose to participate in research projects are not:
 - (A) denied basic services available to other youth; or
 - (B) permitted to participate in research activities that are likely to accrue negative personal results (e.g., negative impact to treatment progress, causing emotional distress or physical harm, etc.).

(d) **Researchers.**

TJJD staff, university faculty or students, or contracted firms or individuals may conduct research if they:

- (1) show that the proposed project will provide benefits to TJJD or the juvenile justice profession;
- (2) ensure confidentiality of TJJD youth;

- (3) do not place an undue burden on TJJJ staff, youth, or agency resources;
- (4) agree to comply with other agency rules; and
- (5) are approved under subsection (h) of this section.

(e) **Oversight of Research Projects.**

The TJJJ Research Department is responsible for ensuring research projects are proposed, reviewed, approved, and conducted in accordance with TJJJ requirements.

(f) **Research Proposals.**

Project directors other than those employed by the TJJJ Research Department must submit a research proposal to the Research Department, not to exceed five pages, excluding attachments. The proposal must include the following information unless otherwise approved by the director of research:

- (1) project title;
- (2) names and qualifications of all project researchers;
- (3) purpose (e.g., thesis, professional paper, dissertation);
- (4) executive summary;
- (5) research questions and research design;
- (6) research methodology, including statistical methods/models if applicable;
- (7) comprehensive list of data elements/fields requested and how these relate to the research questions;
- (8) statement of why juvenile justice data are needed;
- (9) statement of how research will benefit TJJJ or the juvenile justice system;
- (10) amount of TJJJ staff time needed to complete the research project, provide technical assistance, or compile data;
- (11) number of research subjects and time required by each study subject, if applicable;
- (12) time frame of research;
- (13) Institutional Review Board (IRB) approval;
- (14) copy of study instruments, surveys, etc.;
- (15) copy of consent forms;
- (16) completed Research and Analytical Testing System (RATS) questionnaire;
- (17) provisions for confidentiality of research subjects;
- (18) research supervisor, if any (e.g., chairperson of thesis committee);
- (19) amount and source of funding, if any; and
- (20) any other information requested by the director of research.

(g) **Research Agreement.**

TJJD and the researcher(s) must enter into a research agreement prior to the commencement of an outside research project. The agreement must contain the following:

- (1) a copy of the approved research proposal;
- (2) an agreement to maintain the confidentiality of TJJD youth;
- (3) a clause providing that any patentable product, process, or idea that results from the performance of the research agreement and for which TJJD has expended appropriated funds becomes the property of TJJD; and
- (4) an agreement to furnish TJJD with a copy of the final report prior to its release except as approved by the executive director.

(h) **Approval of Proposals.**

- (1) TJJD approves up to eight research proposals each fiscal year. Additional proposals may be approved only if the director of research determines the additional project(s) would require minimal or no TJJD staff time.
- (2) The TJJD research review committee reviews all research proposals. The committee includes representation from the TJJD Research Department, the affected program and operational areas, management, and other administrators.
- (3) Proposals are reviewed four times per fiscal year as determined by the director of research. Formal notice of the research review committee's decision is provided to the researcher upon completion of the review process.
- (4) Proposals involving on-site research are circulated to affected field administrators for their review, comment, and indication of level of support.
- (5) Proposals requiring participation of TJJD youth are presented to the appropriate program directors, senior director(s), and other executive management as appropriate prior to a final decision by the research review committee.
- (6) Approved non-TJJD-staff proposals involving research projects using TJJD youth as participants in the study, with the exception of surveys, are presented to the TJJD Board for approval. The TJJD Board may delegate to the executive director or designee authority to approve research projects.

(i) **Monitoring Projects.**

The TJJD Research Department staff monitors projects and proposes adjustments when necessary.

(j) **Research Results.**

The Research Department:

- (1) reviews research results and evaluates the conclusions;
- (2) distributes the final research report to appropriate staff and to other interested parties; and
- (3) recommends to the appropriate program directors, senior director(s), and other executive management as appropriate any changes in programs or operations that the research results indicate.

(k) **Demonstration Programs.**

- (1) Demonstration (pilot) programs may be implemented as a result of research conducted by TJJJ or by an outside researcher.
 - (2) The executive director or designee must approve all demonstration programs prior to implementation.
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