

CATHOLIC CHARITIES
AGENCY POLICIES AND PROCEDURES

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| Policy Name: | Client Research Protection |
| Domain: | Client Rights 8.17 |
| Policy Location: | www.archindy.org/intranet/shared/cci/index.html |
| Effective Date: | 1989 |
| Dates of Revision: | 01/01, 04/02, 02/09, 4/12, 11/15, 5/16, 5/19, 2/23, 6/24 |
| References: | Research Proposal Form, Research Consent Form |

POLICY:

Catholic Charities permits research involving persons served only after establishing the right of individuals to refuse to participate without penalty and guaranteeing the participants confidentiality. All research involving clients is conducted in accordance with applicable legal requirements.

The identity and privacy of participants is safeguarded in all phases of research conducted by, or with the cooperation of, Catholic Charities including, but not limited to, masking the individual identity of research participants in all statistical analyses, reports, summaries, and case examples.

Research includes all forms of internal or external research involving client and their family members, except internal program evaluation and outcomes research, and educational projects carried out by students and interns as part of their professional training.

Procedures:

1. The Service Line Director/ Program Director completes a research proposal form.
2. All research proposals involving clients and their family members must be submitted to and reviewed by a CC Management Team. The Management Team's job is to make recommendation regarding the ethics of the proposal or existing research and decide whether to endorse the proposal for CC Executive Director approval.
3. Once approved, by the CC Executive Director, the Service Line Director/Program Director must have the client, or a parent or legal guardian sign a Consent to Participate in a Research Study form that includes:
 - a. A statement that he/she voluntarily agrees to participate.
 - b. A statement that CC will continue to provide services whether he/she agrees to participate.
 - c. An explanation of the nature and purpose of the research
 - d. A clear description of possible risks as applicable
 - e. A guarantee of confidentiality
4. The Management team will review ongoing research activities and provide analysis and feedback regarding research activity outcomes from updates provided by the Service Line Director/Program Director at Management Team meetings.


David J. Bethuram
Executive Director

9/12/2024
Date