

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 13, 2016

What's Inside:

Changes to
Research
Protections

M E M O R A N D U M

TO: REGIONAL DIRECTORS, FIELD SUPPORT MANAGERS,
CIRCUIT MANAGERS, AND SUPERVISORS

FROM: TIM DECKER, DIRECTOR

SUBJECT: Revisions to Child Welfare Manual Section on Research
Protections

DISCUSSION:

The purpose of this memorandum is to inform Children's Division staff of revisions to Section 8, Chapter 3, in the Child Welfare Manual, Research Protections and Data Requests. A summary of the changes is outlined below:

- Clarifies policy on research requirements involving human subjects.
- Explains the protocol for Children's Division or Foster Care Case Management (FCCM) staff if contacted to approve participation of a child in the state's custody in a research study. A request could involve life-threatening/emergent or non-emergent situations.

Emergent- This is a life-threatening situation where medical professionals are treating the child in foster care with an investigational drug or device and believe there are benefits in using this technique. The risk to the child could result in immediate death if the drug or device is not administered.

Staff should take the following steps when notified by the researcher:

- Make an immediate referral (documented correspondence) of this matter to your supervisor, who should then take it up the chain of command to the level of field support manager or regional director or FCCM program manager.
- Share with your supervisors any pertinent information you might have regarding the child's medical history or treatment history that might help them make an informed decision regarding the use of the investigational treatment.
- The Field Support Manager or Regional Director or FCCM Program manager will then evaluate the situation and make a determination, based on policy and

existing protocols regarding medical treatment of children in the custody of the state. (Note that you may be asked to convene emergency family support team meetings or work with your local court to expedite decisions that might impact the child's safety and well-being. Please follow the directives of your supervisors in regard to this matter.)

- FCCM Directors should notify Regional Directors of decision made and reasons why.
- If a request for emergent situation is made afterhours and on weekends, CANHU staff should contact local offices and the local office should follow the procedure listed above.

Non- Emergent- When the CD Research Committee approves the concept of a research project and a child in foster care may be eligible to participate.

Staff should take the following steps when notified by researcher:

- Obtain clear information about the study from the research applicant so you have facts to present to others regarding the study and this child's participation.
- Evaluate any possible harm that could come to this child from participation in the study.
- Evaluate the benefits of the child's participation in the study – focusing primarily on the benefits to the child or his/her family and secondarily on benefits to the division.
- Consult with your supervisor regarding his/her concerns on the harm or benefits of the child's participation.
- If time allows, present the request for the child's participation to the Family Support Team at the earliest possible date. The FST's decision regarding the child's participation should be the final decision.
- If time does not permit the presentation to the FST, consult with the juvenile office, the guardian ad litem and, if TPR has not occurred, the child's parent(s) regarding the child's participation. The decision of the professionals and the parents should be the final decision.

The Children's Division supports research which enhances the health, safety, and well-being of Missouri's children.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

UNIT MANAGER CONTACT

Tiffany Moore
 (573) 751-4832
Tiffany.Moore@dss.mo.gov

DEPUTY DIRECTOR

Susan K. Savage, MSW
 (573) 751-2502
Susan.K.Savage@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS	
Child Welfare Manual Section 8, Chapter 3.1	
FORMS AND INSTRUCTIONS	
Application to Conduct Research/Study	
REFERENCE DOCUMENTS AND RESOURCES	
N/A	
RELATED STATUTE	
N/A	
ADMINISTRATIVE RULE	
N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS	
RPM 2.01; PA-ETH 6-	
CHILD AND FAMILY SERVICES REVIEW (CFSR)	
45 CFR 46.4.09; CFR 50.56	
PROTECTIVE FACTORS	
Parental Resilience – N/A	
Social Connections – N/A	
Knowledge of Parenting and Child Development - N/A	
Concrete Support in Times of Need – N/A	
Social and Emotional Competence of Children – N/A	
FACES REQUIREMENTS	
N/A	