

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Information Systems and Research  
**Subject:** Information System  
**Policy:** Organized System of Information Collection  
**Page:** 1 of 3  
**Standard(s):** 3-ACA-JCRF-1F-01  
**Issue Date:** January 2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

**I. Policy:** Policy, procedure, and practice govern access to and use of an organized system of information collection, storage, retrieval, reporting, and review.

An organized system of data collection will provide information to the facility to assist in its decision making responsibilities. The system should be only as complex and sophisticated as the facility's size, complexity and resources warrant.

### II. Definitions

- A. MCJC – Montgomery County Juvenile Court. The governing agency of CAS responsible for the management and maintenance of the Court computerized information system.
- B. ODYS – Ohio Department of Youth Services. Licensing and funding source of CAS. Responsible for the assignment and monitoring of reports pertaining to juvenile placement and compliance to operating standards.
- C. Data Services – Department of the Montgomery County Juvenile Court responsible for the day-to-day management and support of the Court's Local and Wide-Area Network, Personal Computers, as well as the Juvenile Court System (JCS).
- D. ACA – American Correctional Association.

### III. Procedure

#### A. Juvenile Court System

- 1. The facility utilizes the Montgomery County Juvenile Court's JCS system and local network for the computerized system of collection, storage, retrieval, reporting and review of data compiled on each resident prior to placement, upon intake, upon admission, and throughout the course of placement.
- 2. JCS consists of the following data collections and retrieval categories:
  - a. Attorney Tracking;
  - b. Adult Tracking;
  - c. Court Calendar;
  - d. Placement;
  - e. Reports;
  - f. Supervision;
  - g. Tracking;
  - h. Reception; and,
  - i. Services

3. JCS System Review & Maintenance
  - a. The Data Service department is responsible for the day-to-day management and support of the Court's local and wide-access network, personal computers, as well as the juvenile court system

**B. Information Collection & Reporting**

1. The Family Specialist Supervisor, under the supervision of the Program Manager, is responsible for the gathering, collection and assessment of resident with other criminal justice and human service agencies and persons during the intake and assessment phase. Agencies and persons include but are not limited to the following:
  - b. Montgomery County Juvenile Court (Committing Court);
  - c. Ohio Department of Youth Services;
  - d. Mental Health Agencies (If necessary);
  - e. Parent and/or Legal Guardians;
  - f. Montgomery County Children Services
2. Resident information is verified by the Family Specialist through the Court, resource agencies, valid documentation, and input from parent/guardian prior to entering information into JCS and the agency computer.

**3. Reporting**

- a. Family Specialists and Family Specialist Supervisor, under the direct supervision of the Program Manager or administrative designee, are responsible for reporting resident data to requesting agencies on an as needed basis. All requested information is review and approval by the Program Manager or administrative designee, prior to dissemination.

**b. JCS Reporting**

- i. The JCS System Reports Module offers standardized reporting in arenas, including but not limited to the following:
  - a. DYS Reporting;
  - b. Statistics,
  - c. Referrals;
  - d. Felony Adjudications; and,
  - e. School Reports & Invoices

**c. Reporting: ODYS**

- i. Administration, under the direct supervision of the Director, is responsible for the collection and organization of data for weekly, monthly, and yearly reports to ODYS regarding youth committed to the facility. ODYS maintains a master index identifying all youth committed to the facility.
- ii. Reported information includes, but is not limited to:
  1. Admissions to CAS
  2. Releases
  3. Removal to MCJC due to disciplinary reasons
  4. Overnight leave passes.
  5. Significant Incidents of which require reporting to ODYS and MCJC
- iii. Reported information is documented provided to ODYS on the Community Corrections Facilities Population Report each week and at the conclusion of each calendar month.
- iv. ODYS publishes a monthly data sheet showing all committed youth for the month and will consolidate information for a yearly report.

**d. Annual Reporting**

- ii. The Director, is responsible for the gathering, organization, and exchange of data for the following Annual Reporting Forums:
  - a. MCJC Annual Report
  - b. ODYS Annual Report
- iii. The MCJC Principal, in conjunction with the facility Director, is responsible for the gathering, organization, and exchange of data, as relevant for academic needs, for the following Annual Reporting Forums:
  - a. October Population Count
  - b. Title 1-D Report

**C. Review**

- 1. Published information will be reviewed by the Director, or administrative designee.
- 2. The Program Manager, under the direct supervision of the Director, will:
  - a. Maintain all published information for future reference and compliance to ODYS, ACA, and MCJC operating standards.
  - b. Review the processes of residential information, collection, storage, retrieval, and reporting monthly basis.

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Information Systems and Research  
**Subject:** Exchange of Information  
**Policy:** 1F-02  
**Page:** 1 of 3  
**Standard(s):** 3-ACA-JCRF-1F-02  
**Issue Date:** January 2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

- I. Policy:** Written policy, procedure, and practice provide that the facility or parent agency cooperates with other juvenile justice agencies in information gathering, exchange and standardization.

Statewide cooperation is critical to effective management and timely decision making and helps prevent or reduce duplication of effort. Facilities should share information while respecting the confidentiality and privacy of juvenile records.

### II. Definitions

- A. MJCJ – Montgomery County Juvenile Court. The governing agency of CAS responsible for the management and maintenance of the Court computerized information system.
- B. ODYS – Ohio Department of Youth Services. Licensing and funding source of CAS. Responsible for the assignment and monitoring of reports pertaining to juvenile placement and compliance to operating standards.
- C. DATA SERVICES – Department of the Montgomery County Juvenile Court responsible for the day-to-day management and support of the Court's Local and Wide-Area Network, Personal Computers, as well as the Juvenile Court System (JCS).
- D. ACA – American Correctional Association.

### III. Procedure

- A. The Program Manager, under the direct supervision of the Director, is responsible for ensuring complete procedural compliance of this policy.
- B. Information Standardization**
- 1. Juvenile Court System**
- a. The facility utilizes the Montgomery County Juvenile Court's JCS system and local network for the computerized collection of data compiled on each resident prior to placement, upon intake, upon admission, and throughout the course of placement.
  - b. JCS consists of the following data collections and retrieval categories:
    - i. Attorney Tracking;
    - ii. Adult Tracking;
    - iii. Court Calendar;
    - iv. Placement;
    - v. Reports;
    - vi. Supervision;

- vii. Tracking;
  - viii. Reception; and,
  - ix. Services
- 2. JCS System Monitoring and Maintenance
  - a. The Data Service department is responsible for the day-to-day management and support of the Court's local and wide-access network, personal computers, as well as the juvenile court system (JCS), printers and all databases used within the Juvenile Court.
- 3. Standardized Reporting Documentation**
  - a. The facility uses standardized forms when documenting information manually.
  - b. Standardized documents are obtained by MCJC, ODYS, and/or created by facility Administration.
    - i. Facility Administration will review and approve all standardized documents, used for manual reporting: (i.e., reports, forms, program materials, etc.) prior to implementation.
    - ii. All internal facility documentation is created to meet ACA standard compliancy.

**C. Security and Confidentiality**

- 1. Upon hire, all facility staff reviews the MCJC Confidentiality Agreement and sign in acknowledgement.
- 2. Court staff has access to resident data.
- 3. The facility will cooperate with other juvenile justice systems and human resource agencies in information collection, exchange, and standardization while respecting the confidentiality and privacy of resident records.
- 4. Data is secured through firewalls and requires a staff identification and password system, administered by the MCJC-Data Services Department.
- 5. Hard Copies of pertinent resident information are maintained in the secure, confidential case records, within the Administration Offices. Case records are marked confidential.
- 6. Case records are maintained in accordance with the following ACA Standards:
  - a. Standard 1E-01: Juvenile Case Record Management
  - b. Standard 1E-07: Confidentiality

**D. Information Gathering & Exchange**

- 1. The Family Specialist Supervisor, under the supervision of the Program Manager, is responsible for the gathering, collection and assessment of resident with other criminal justice and human service agencies and persons during the intake and assessment phase. Agencies and persons include but are not limited to the following:
  - a. Montgomery County Juvenile Court (Committing Court);
  - b. Ohio Department of Youth Services;
  - c. Mental Health Agencies (If necessary);
  - d. Parent and/or Legal Guardians;
  - e. Montgomery County Children Services
- 2. Resident information is verified by the Family Specialist through the Court, resource agencies, valid documentation, and input from parent/guardian prior to entering information into JCS and the agency computer.
- 3. The exchange of case record information is conducted in accordance with the procedures outlined in ACA Standard 1E-06: Transfer of Records.

#### **4. Reporting**

- a.** Family Specialists, under the direct supervision of the Family Specialist Supervisor, are responsible for reporting resident data to requesting agencies on an as needed basis.
- b. Reporting: ODYS**
  - i. Administration, under the direct supervision of the Director, is responsible for the collection and organization of data for weekly, monthly, and yearly reports to ODYS regarding youth committed to the facility. ODYS maintains a master index identifying all youth committed to the facility.
  - ii. Reported information includes, but is not limited to:
    - 1. Admissions to CAS
    - 2. Releases
    - 3. Removal to MCJC due to disciplinary reasons
    - 4. Overnight leave passes.
    - 5. Significant Incidents of which require reporting to ODYS and MCJC
  - iii. Reported information is documented provided to ODYS on the Community Corrections Facilities Population Report each week and at the conclusion of each calendar month.
  - iv. ODYS publishes a monthly data sheet showing all committed youth for the month and will consolidate information for a yearly report.
- c. Annual Reporting**
  - i. The Director, is responsible for the gathering, organization, and exchange of data for the following Annual Reporting Forums:
    - a. MCJC Annual Report
    - b. ODYS Annual Report
  - ii. The MCJC Principal, in conjunction with the facility Director, is responsible for the gathering, organization, and exchange of data, as relevant for academic needs, for the following Annual Reporting Forums:
    - a. October Population Count
    - b. Title 1-D Report
- d. JCS Reporting**
  - iii. The JCS System Reports Module offers standardized reporting in arenas, including but not limited to the following:
    - a. DYS Reporting;
    - b. Statistics,
    - c. Referrals;
    - d. Felony Adjudications; and,
    - e. School Reports & Invoices

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Information Systems and Research  
**Subject:** Annual Evaluation  
**Policy:** 1F-03  
**Page:** 1 of 2  
**Standard(s):** 3-ACA-JCRF-1F-03  
**Issue Date:** January 2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

**I. Policy:** The facility provides for an annual evaluation of information systems and research operations and progress towards goals and objectives.

### II. Definitions

- A. MJCJC – Montgomery County Juvenile Court. The governing agency of CAS responsible for the management and maintenance of the Court computerized information system.
- B. Data Services – Department of the Montgomery County Juvenile Court responsible for the day-to-day management and support of the Court’s Local and Wide-Area Network, Personal Computers, as well as the Juvenile Court System (JCS).

### III. Procedure

- A. The Program Manager, under the direct supervision of the Director, is responsible for ensuring complete procedural compliance of this policy.
- B. **Information System: Juvenile Court System, JCS**
  - 1. The facility utilizes the Montgomery County Juvenile Court’s JCS system and local network for the computerized collection of data compiled on each resident prior to placement, upon intake, upon admission, and throughout the course of placement.
  - 2. JCS consists of the following data collections and retrieval categories:
    - a. Attorney Tracking;
    - b. Adult Tracking;
    - c. Court Calendar;
    - d. Placement;
    - e. Reports;
    - f. Supervision;
    - g. Tracking;
    - h. Reception; and,
    - i. Services
- C. **JCS System Evaluation, Monitoring and Maintenance**
  - 1. Upon review, any required modifications to the information technology system, will be requested through the Court’s IT Department.
  - 2. The Data Service department is responsible for the day-to-day management and support of the Court’s local and wide-access network, personal computers, as well as the juvenile court system (JCS), printers and all databases used within the Juvenile Court.

3. Data Service's functions include system development and planning, evaluating and implementing new hardware and software platforms, technical support for this hardware and software, database planning, programming and support, computer and technical training for the use base of the Court and also "Help Desk" support.

D. The Family Specialist Supervisor is responsible for the gathering, collection and assessment of resident with other criminal justice and human service agencies and persons during the intake and assessment phase. Agencies and persons include but are not limited to the following:

1. Montgomery County Juvenile Court (Committing Court);
2. Ohio Department of Youth Services;
3. Mental Health Agencies (If necessary);
4. Parent and/or Legal Guardians;
5. Montgomery County Children Services

E. Resident information is verified by the Family Specialist through the Court, resource agencies, valid documentation, and input from parent/guardian prior to entering information into JCS and the agency computer.

F. The facility will cooperate with other with other juvenile justice systems and human resource agencies in information collection, exchange, and standardization while respecting the confidentiality and privacy of resident records.

**G. Review**

1. Published information will be reviewed by the Director and/or administrative designee.
2. The Program Manager, under the direct supervision of the Director, will maintain all published information for future reference and compliance to ODYS, ACA, and MCJC operating standards.
3. The Program Manager, under the direct supervision of the Director, is responsible for the reviewing of resident information collection, organization, storage and reporting on a monthly basis.

**H. Annual Evaluation**

1. The Director is responsible to completing an annual evaluation of information systems, research operations, and progress toward goals and objectives; as documented within the Administrative Annual Goals.
2. The Business Manager, under the supervision of the facility Director, assembles the annual grant application/grant renewal application documenting the evaluation and summarization of the following program components and services:
  - a. Goals and Objectives for the Fiscal Year: Including Objectives and Performance Indicators;
  - b. Youth Population;
  - c. Treatment Performance Indicators: Including Mental Health Sessions, Substance Abuse Sessions, and Cognitive Behavior Group Sessions;
  - d. Academic Advancements;
  - e. Family Sessions and Family Visitation;
  - f. Restitution Services; and,
  - g. Modifications to Applications

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Information Systems and Research  
**Subject:** Security of Information System  
**Policy:** 1F-04  
**Page:** 1 of 3  
**Standard(s):** 3-ACA-JCRF-1F-04  
**Issue Date:** January 2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

**I. Policy:** Written policy, procedure and practice govern the security of the information and data collection system, including verification, access to data, and protection of the privacy of the juveniles under the jurisdiction of the facility.

The Program Manager, under the direct supervision of the Director, is responsible for ensuring complete procedural compliance of this policy.

### II. Definitions

- A. MCJC – Montgomery County Juvenile Court. The governing agency of CAS responsible for the management and maintenance of the Court computerized information system.
- B. ODYS – Ohio Department of Youth Services. Licensing and funding source of CAS. Responsible for the assignment and monitoring of reports pertaining to juvenile placement and compliance to operating standards.
- C. Data Service – Department of the Montgomery County Juvenile Court responsible for the day-to-day management and support of the Court's Local and Wide-Area Network, Personal Computers, as well as the Juvenile Court System (JCS).
- D. ACA – American Correctional Association.

### III. Procedure

- A. CAS utilizes the Montgomery County Juvenile Court's JCS and local network for the computerized collection of data compiled on each resident prior to placement, upon intake, upon admission, and throughout the course of placement. The JCS consists of the following data collections and retrieval categories:
  - 1. Attorney Tracking
  - 2. Adult Tracking
  - 3. Court Calendar
  - 4. Placement
  - 5. Reports
  - 6. Supervision
  - 7. Tracking
  - 8. Reception
  - 9. Services
- B. The assigned Family Specialist, under the supervision of the Family Specialist Supervisor, is responsible for the gathering, collection and assessment of resident with other criminal justice

and human service agencies and persons during the intake and assessment phase. Agencies and persons include but are not limited to the following:

1. Montgomery County Juvenile Court (Committing Court);
  2. Ohio Department of Youth Services;
  3. Mental Health Agencies (If necessary);
  4. Parent and/or Legal Guardians;
  5. Montgomery County Children Services
- C. Resident information is verified by the Family Specialist through the Court, resource agencies, valid documentation, and input from parent/guardian prior to entering information into JCS and the agency computer.
- D. CAS will cooperate with other with other juvenile justice systems and human resource agencies in information collection, exchange, and standardization while respecting the confidentiality and privacy of resident records.
- E. The following CAS employees shall have access to resident data:
1. Director
  2. Program Manager
  3. Business Manager
  4. Administrative Assistant
  5. Family Specialist Supervisor
  6. Family Specialists
  7. Principal
  8. Teachers
  9. Kitchen Supervisor
  10. Food Service Staff
  11. Unit Counselors
  12. Control Desk Clerks
  13. Support Staff
- F. Storage and Retrieval
1. CAS employees whom have received authorization to have access to resident data shall control security of information and data collection system, including verification, access to data and protection of the privacy of youth.
  2. Data is secured through firewalls and requires a staff identification and password system, administered by the MCJC-Data Services Department. The CAS Business Manager and/or designee is responsible for assignment and monitoring of staff ID's and passwords.
  3. Hard Copies of pertinent resident information shall be maintained in the resident's case file in administration. The case files are marked confidential and stored in administration.
  4. All CAS employees with access must maintain the strictest confidence and privacy of youth when sharing information.
- G. Reporting
1. Administration, under the direct supervision of the Director, is responsible for the collection and organization of data for weekly, monthly, and yearly reports to ODYS regarding youth committed to the facility. ODYS maintains a master index identifying all youth committed to the facility.
    - a. Reported information includes, but is not limited to:

- i. Admissions to CAS
  - ii. Releases
  - iii. Removal to MCJC due to disciplinary reasons
  - iv. Overnight leave passes
  - v. Significant Incidents of which require reporting to ODYS and MCJC
- b. ODYS publishes a monthly data sheet showing all committed youth for the month and will consolidate information for a yearly report.
- c. Family Specialists, under the direct supervision of the Family Specialist Supervisor, are responsible for reporting resident data to requesting agencies on an as needed basis.
- d. The CAS Academy Principal shall be responsible for the reporting of resident educational data to requesting school districts and agencies on an as needed basis.

#### H. Review

1. Published information shall be reviewed by the Director and/or administrative designee.
2. The Program Manager, under the direct supervision of the Director, shall maintain all published information for future reference and compliance to ODYS, ACA, and MCJC operating standards.
3. The Program Manager, under the direct supervision of the Director, is responsible for the reviewing of resident information collection, organization, and storage on a monthly basis.

#### I. Annual Evaluation

1. The Director, in collaboration with the Program Manager, is responsible to completing an annual evaluation of information systems, research operations, and progress toward goals and objectives.

#### J. System Monitoring and Maintenance

1. Upon review, any required modifications to the information technology system, will be requested through the Court's Data Service Department.
2. Data Service is responsible for the day-to-day management and support of the Court's local and wide-access network, personal computers, as well as the juvenile court system (JCS), printers and all databases used within the Juvenile Court.
3. The function of Data Services include system development and planning, evaluating and implementing new hardware and software platforms, technical support for this hardware and software, database planning, programming and support, computer and technical training for the use base of the Court and also "Help Desk" support.

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Information Systems and Research  
**Subject:** Research Activities  
**Policy:** 1F-05  
**Pages:** 1 of 2  
**Standard(s):** 3-ACA-JCRF-1F-05  
**Issue Date:** January 2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

**I. Policy:** The facility or parent agency supports, engages, and uses research activities relevant to its programs, services, and operations.

The Director is responsible for complete implementation and procedural compliance of this policy.

### II. Definitions

**A. Research** – Includes any activity that is designed to investigate answers, questions, or problems through the use of scientific procedure.

### III. Procedure

- A.** Any CAS employee or outside person proposing a research program within CAS or with its residents must submit a letter of request to include:
1. Title of project
  2. Overview of research
  3. Design of study
  4. Hypothesis to be tested
  5. Method (How data will be collected)
  6. Specific procedures that will be used to protect the confidentiality of the data obtained. Researchers must receive prior, written approval from the facility Director if confidential information will be used for any purpose.
- B.** All requests are to be forwarded to the Director, who shall review the proposal and may seek advice from the Court Administrator and the Ohio Department of Youth Services. Only research relevant to CAS' program, services, and operations shall be considered.
1. Research shall not proceed until research design and requirements of the facility staff and youth are understood and fully agreed upon.
  2. The Director shall approve or deny requests based upon information obtained.
  3. The Director shall provide the researcher with a written approval or denial.
    - a. Requests that are approved shall include:
      - i. Starting date;
      - ii. Approximate duration of the project;
      - iii. Special stipulations;
      - iv. Requested changes to the research design, methodology, etc.
    - b. Requests that are denied shall specify the reason for such action.
    - c. The Director shall maintain copies of all research approvals and denials.
- C.** CAS may permit youth to participate in research under the following conditions:

1. Participation in non-medical, non-cosmetic, and non-pharmaceutical research is voluntary.
    - a. *See Policy ACA-3-JCRF-4C-26 Juvenile Participation In Research*
  2. The youth is eighteen (18) years old and has consented to such participation.
  3. The youth is a minor and his parent/guardian and the Court Administrator have consented to such participation.
  4. The youth has not declined to participate or has not asked to terminate his participation.
  5. CAS shall not involve a youth in any such activity without the prior written consent of the parent/guardian or legal custodian and the youth. Written consent shall be maintained in youth's case record.
- D. CAS staff will assist in the research program, under the direct supervision of the Director or designee.
1. Any changes in the research design and methodology will be reported to the Director immediately.
  2. Staff must also sign a consent form if the presence is requested as part of the research being conducted.
- E. Research results must be made available to the Director for review and comment prior to publication or dissemination.
- F. Use and dissemination of the research findings must comply with state and federal guidelines and with accepted professional and scientific ethic and issues of legal consent and release of information.

# Montgomery County Juvenile Court Center for Adolescent Services

**Chapter:** Information Systems and Research  
**Subject:** Administrative Review and Approval of Research Projects  
**Policy:** 1F-06  
**Pages:** 1 of 2  
**Standard(s):** 3-ACA-JCRF-1F-06  
**Issue Date:** January 2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

**I. Policy:** Written policy, procedure and practice provide that the agency administrator reviews and approves all research projects prior to implementation to ensure conformity with the policies of the parent agency.

The Director is responsible for complete implementation and procedural compliance of this policy.

## II. Definitions

A. Research – Includes any activity that is designed to investigate answers, questions, or problems through the use of scientific procedure.

## III. Procedure

A. Any CAS employee or outside person proposing a research program within CAS or with it's residents must submit a letter of request to include:

1. Title of project
2. Overview of research
3. Design of study
4. Hypothesis to be tested
5. Method (How data will be collected)
6. Specific procedures that will be used to protect the confidentiality of the data obtained. Researchers must receive prior, written approval from the facility Director if confidential information will be used for any purpose.

B. All requests are to be forwarded to the Director, who shall review the proposal and may seek advice from the Montgomery County Juvenile Court Administrator and the Ohio Department of Youth Services. Only research relevant to CAS' program, services, and operations shall be considered.

1. Research shall not proceed until research design and requirements of the facility staff and youth are understood and fully agreed upon.
2. The Director shall approve or deny requests based upon information obtained.
3. The Director shall provide the researcher with a written approval or denial.
  - a. Requests that are approved shall include:
    - i. Starting date;
    - ii. Approximate duration of the project;
    - iii. Special stipulations;
    - iv. Requested changes to the research design, methodology, etc.

- b. Requests that are denied shall specify the reason for such action.
  - c. The Director shall maintain copies of all research approvals and denials.
- C. CAS may permit youth to participate in research under the following conditions:
- 1. Participation in non-medical, non-cosmetic, and non-pharmaceutical research is voluntary.
    - a. *See Policy ACA-3-JCRF-4C-26 Juvenile Participation In Research*
  - 2. The youth is eighteen (18) years old and has consented to such participation.
  - 3. The youth is a minor and his parent/guardian and the Court Administrator have consented to such participation.
  - 4. The youth has not declined to participate or has not asked to terminate his participation.
  - 5. CAS shall not involve a youth in any such activity without the prior written consent of the parent/guardian or legal custodian and the youth. Written consent shall be maintained in youth's case record.
- D. CAS staff will assist in the research program, under the direct supervision of the Director or designee.
- 1. Any changes in the research design and methodology will be reported to the Director immediately.
  - 2. Staff must also sign a consent form if the presence is requested as part of the research being conducted.
- E. Research results must be made available to the Director for review and comment prior to publication or dissemination.
- F. Use and dissemination of the research findings must comply with state and federal guidelines and with accepted professional and scientific ethic and issues of legal consent and release of information.

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Information Systems and Research  
**Subject:** Conduct of Research  
**Policy:** 1F-07  
**Pages:** 1 of 2  
**Standard(s):** 3-ACA-JCRF-1F-07  
**Issue Date:** January 2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

**I. Policy:** It is the written policy, procedure and practice of the Center for Adolescent Services to comply with state and federal guidelines for the use and dissemination of research findings and comply with accepted professional and scientific ethics and issues of legal consent and release of information.

The Director is responsible for complete implementation and procedural compliance of this policy.

### II. Definitions

**A. Research** – Includes any activity that is designed to investigate answers, questions, or problems through the use of scientific procedure.

### III. Procedure

- A.** Any CAS employee or outside person proposing a research program within CAS or with it's residents must submit a letter of request to include:
1. Title of project
  2. Overview of research
  3. Design of study
  4. Hypothesis to be tested
  5. Method (How data will be collected)
  6. Specific procedures that will be used to protect the confidentiality of the data obtained. Researchers must receive prior, written approval from the facility Director if confidential information will be used for any purpose.
- B.** All requests are to be forwarded to the Director, who shall review the proposal and may seek advice from the Court Administrator and the Ohio Department of Youth Services. Only research relevant to CAS' program, services, and operations shall be considered.
1. Research shall not proceed until research design and requirements of the facility staff and youth are understood and fully agreed upon.
  2. The Director shall approve or deny requests based upon information obtained.
  3. The Director shall provide the researcher with a written approval or denial.
    - a. Requests that are approved shall include:
      - i. Starting date;
      - ii. Approximate duration of the project;
      - iii. Special stipulations;
      - iv. Requested changes to the research design, methodology, etc.
    - b. Requests that are denied shall specify the reason for such action.
    - c. The Director shall maintain copies of all research approvals and denials.

- C. CAS may permit youth to participate in research under the following conditions:
  - 1. Participation in non-medical, non-cosmetic, and non-pharmaceutical research is voluntary.
    - a. See *Policy ACA-3-JCRF-4C-26 Juvenile Participation In Research*
  - 2. The youth is eighteen (18) years old and has consented to such participation.
  - 3. The youth is a minor and his parent/guardian and the Court Administrator have consented to such participation.
  - 4. The youth has not declined to participate or has not asked to terminate his participation.
  - 5. CAS shall not involve a youth in any such activity without the prior written consent of the parent/guardian or legal custodian and the youth. Written consent shall be maintained in youth's case record.
  
- D. CAS staff will assist in the research program, under the direct supervision of the Director or designee.
  - 1. Any changes in the research design and methodology will be reported to the Director immediately.
  - 2. Staff must also sign a consent form if the presence is requested as part of the research being conducted.
  
- E. Research results must be made available to the Director for review and comment prior to publication or dissemination.
  
- F. Use and dissemination of the research findings must comply with state and federal guidelines and with accepted professional and scientific ethic and issues of legal consent and release of information.

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Information Systems and Research  
**Subject:** Research Results  
**Policy:** 1F-08  
**Pages:** 1 of 2  
**Standard(s):** 3-ACA-JCRF-1F-08  
**Issue Date:** January 2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

**I. Policy:** It is the written policy, procedure and practice provide that all research results are made available to the facility administrator for review and comment prior to publication or dissemination.

The Director is responsible for complete implementation and procedural compliance of this policy.

### II. Definitions

A. Research – Includes any activity that is designed to investigate answers, questions, or problems through the use of scientific procedure.

### III. Procedure

- A. Any CAS employee or outside person proposing a research program within CAS or with it's residents must submit a letter of request to include:
1. Title of project
  2. Overview of research
  3. Design of study
  4. Hypothesis to be tested
  5. Method (How data will be collected)
  6. Specific procedures that will be used to protect the confidentiality of the data obtained. Researchers must receive prior, written approval from the facility Director if confidential information will be used for any purpose.
- B. All requests are to be forwarded to the Director, who shall review the proposal and may seek advice from the Court Administrator and the Ohio Department of Youth Services. Only research relevant to CAS' program, services, and operations shall be considered.
1. Research shall not proceed until research design and requirements of the facility staff and youth are understood and fully agreed upon.
  2. The Director shall approve or deny requests based upon information obtained.
  3. The Director shall provide the researcher with a written approval or denial.
    - a. Requests that are approved shall include:
      - i. Starting date;
      - ii. Approximate duration of the project;
      - iii. Special stipulations;
      - iv. Requested changes to the research design, methodology, etc.
    - b. Requests that are denied shall specify the reason for such action.
    - c. The Director shall maintain copies of all research approvals and denials.

- C. CAS may permit youth to participate in research under the following conditions:
  - 1. Participation in non-medical, non-cosmetic, and non-pharmaceutical research is voluntary.
    - a. *See Policy ACA-3-JCRF-4C-26 Juvenile Participation In Research*
  - 2. The youth is eighteen (18) years old and has consented to such participation.
  - 3. The youth is a minor and his parent/guardian and the Court Administrator have consented to such participation.
  - 4. The youth has not declined to participate or has not asked to terminate his participation.
  - 5. CAS shall not involve a youth in any such activity without the prior written consent of the parent/guardian or legal custodian and the youth. Written consent shall be maintained in youth's case record.
  
- D. CAS staff will assist in the research program, under the direct supervision of the Director or designee.
  - 1. Any changes in the research design and methodology will be reported to the Director immediately.
  - 2. Staff must also sign a consent form if the presence is requested as part of the research being conducted.
  
- E. Research results must be made available to the Director for review and comment prior to publication or dissemination.
  
- F. Use and dissemination of the research findings must comply with state and federal guidelines and with accepted professional and scientific ethic and issues of legal consent and release of information.

# Montgomery County Juvenile Court

## Center for Adolescent Services

**Chapter:** Information Systems and Research  
**Subject:** Juvenile Participation  
**Policy:** 1F-09  
**Pages:** 1 of 2  
**Standard(s):** 3-ACA-JCRF-1F-09  
**Issue Date:** January 2001  
**Reviewed:** October 2014, December 2015, April 2016  
**Authorized by:** Mike Garrett, Director

**I. Policy:** Written policy, procedure and practice govern the voluntary participation of juveniles in non-medical, non-pharmaceutical, and non-cosmetic research programs.

The Director is responsible for complete implementation and procedural compliance of this policy.

### II. Definitions

A. Research – Includes any activity that is designed to investigate answers, questions, or problems through the use of scientific procedure.

### III. Procedure

- A. Any CAS employee or outside person proposing a research program within CAS or with it's residents must submit a letter of request to include:
1. Title of project
  2. Overview of research
  3. Design of study
  4. Hypothesis to be tested
  5. Method (How data will be collected)
  6. Specific procedures that will be used to protect the confidentiality of the data obtained. Researchers must receive prior, written approval from the facility Director if confidential information will be used for any purpose.
- B. All requests are to be forwarded to the Director, who shall review the proposal and may seek advice from the Montgomery County Juvenile Court Administrator and the Ohio Department of Youth Services. Only research relevant to CAS' program, services, and operations shall be considered.
1. Research shall not proceed until research design and requirements of the facility staff and youth are understood and fully agreed upon.
  2. The Director shall approve or deny requests based upon information obtained.
  3. The Director shall provide the researcher with a written approval or denial.
    - a. Requests that are approved shall include:
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      - ii. Approximate duration of the project;
      - iii. Special stipulations;
      - iv. Requested changes to the research design, methodology, etc.
    - b. Requests that are denied shall specify the reason for such action.
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- E. Research results must be made available to the Director for review and comment prior to publication or dissemination.
  
- F. Use and dissemination of the research findings must comply with state and federal guidelines and with accepted professional and scientific ethic and issues of legal consent and release of information.