

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0302 (AD) Subject: Participation in Research  
Effective Date: 05-01-90 Last Revision: 06-13-2024  
Person Responsible: Human Resources Coordinator

Approvals/Date: Brent Coburn 6/20/24 Date Superintendent, WCBDD  
Julie Spagnone 6/17/24 Date Department Director/Coordinator

1. On occasion, any department/component may be eligible or considered to participate in research through universities, State of Ohio, or Federal Government.
2. The Department Director will coordinate the proposal with the affiliated research program and submit in written form their recommended proposal to the Superintendent prior to the Board meeting. The Human Resources Coordinator will collaborate with the appropriate departmental leadership and submit in written form their recommended proposal.
3. The Superintendent, upon recommendation from the Departmental Director(s) and Human Resources Coordinator, shall determine what programs will be allowed to transpire within the facility.
4. A formal recommendation shall be made to the Board, by the Superintendent, prior to implementation of the program.
5. The following criteria shall be established for the determination of participation in such projects:
  - A. The program will be in the best interest of persons served and staff.
  - B. The persons served shall be the recipients of positive experiences or improved programming as a result of the project.
  - C. All staff members who have persons served involved shall be contacted and the program including potential risk and benefits shall be explained to them, as well as to parents/guardians and or advocates. A consent to participate form will be authorized by the staff/persons served/parent/guardian, etc. prior to their involvement, forms 03-ALL-ALL-0094 and 03-ALL-ALL-0095.
  - D. Objections to the program by staff will be heard through the Department Director.
  - E. Board Members shall receive a copy of the full proposal in advance of Board action.
  - F. A staff member will be designated by the Superintendent to oversee the project through its entirety.
6. The results of the study shall be forwarded to the Superintendent and the respective department(s) where the project is being conducted upon the completion of the project.
7. All materials shall be duplicated, given to the Board, and become the property of the Wood County Board of DD following the completion of the project.

Forms: 03-ALL-ALL-0094  
03-ALL-ALL-0095

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