

 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>	<p><u>POLICY NUMBER:</u></p> <p style="font-size: 2em; font-weight: bold;">166.00</p>	<p><u>PAGES:</u></p> <p style="text-align: center;">2</p>
<p><u>CHAPTER:</u> Administration and Management</p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.; ACA 3-JDF-1F-01 thru 08; ACA 3-JTS-1F-01 thru 08; ACA 3-JCRF-01 thru 09</p>	
<p><u>SUBJECT:</u> Information System and Research Conduction</p>		
<p><u>DATE:</u> January 24, 2014</p>		

POLICY

This Policy establishes the Division of Juvenile Services' processes and practices for information storage and retrieval, master indexes, daily reports, evaluation, and research.

CANCELLATION

This policy has been reviewed and supersedes Policy 166.00 dated October 1, 2007.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' Facilities, Centers and/or Offices.

PROCEDURES

1. Each facility shall contribute to, have access to, and use an organized system of information storage, retrieval and review. The information system shall be part of an overall research and decision-making capacity relating to both juvenile and operational needs.
2. The effectiveness of information systems as it relates to overall agency management shall be evaluated in writing at least annually to allow administrators to comment on and offer recommendations regarding the systems' usefulness.
3. The Division supports, engages and uses research activities relevant to its programs, services, and operations in order to provide more efficient and effective operations, programs and services and help increase public safety.
4. All research activities will comply with professional and scientific ethics and with state and federal guidelines for the use and dissemination of research findings.

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5. The Division Director shall review and approve all facility research projects prior to implementation to ensure that they conform to the policies of the Division.
6. Consistent with state and federal statutes, individuals and agencies may have access to records for the purpose of research, evaluation, and statistical analysis in accordance with a formal agreement that authorizes access, specifies use of data, and ensures confidentiality. Security of the collection system, including verification, shall be maintained.
7. Facility staff will collaborate with Division of Justice and Community Services and service agencies in information gathering, exchange, and standardization.
8. Research results shall be made available to the facility administrator for review and comment prior to publication or dissemination.
9. Participation in non-medical, non-pharmaceutical, and non-cosmetic research programs will be voluntary for juveniles.
10. Each facility will have in place an operational procedure to ensure the standards and practices of this policy are followed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:



Director

1/24/14

Date