

**Commonwealth of Massachusetts  
Department of Developmental Services  
Research Review Committee Meeting Minutes  
Date: 1/29/2021**

**By Webex:** Erin Brown (Chairperson), Kathleen Gallagher, Joshua Greenberg, Janet George, Patricia Shook, Oliver Stark (observer/minutes).

Additional Attendees: Bruce Bird, Stephen Bartels, Brian Skotko, David Krane, and Hao Trieu.

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**Agenda Items**

1. Administrative matters
2. "Best Practices to Prevent COVID-19 Illness in Staff and People with Serious Mental Illness and Developmental Disabilities in Congregate Living Settings: Randomized Control Trial," Patient Centered Outcomes Research Institute (PCORI), Drs. Stephen Bartels and Brian Skotko at the MGH Mongan Institute.

**HOUSEKEEPING**

- ☐ Chair established quorum.
- ☐ Chair welcomed additional attendees, Bruce Bird, Stephen Bartels, Brian Skotko, David Krane, and Hao Trieu.
- ☐ Chair reviewed requirements for approval of research proposals pursuant to 115 CMR 10.08.

**Review and Vote on January 8, 2021 Meeting Minutes**

Outcome

- ☐ Chair moved for a vote and Committee unanimously agreed to adopt the January 8, 2021 meeting minutes.

**"Best Practices to Prevent COVID-19 Illness in Staff and People with Serious Mental Illness and Developmental Disabilities in Congregate Living Settings: Randomized Control Trial," Patient Centered Outcomes Research Institute (PCORI), Drs. Stephen Bartels and Brian Skotko at the MGH Mongan Institute.**

Discussion

- ☐ RRC asked questions regarding: consent procedure, participation letter, recording consent, research funding, scope of data collection, data randomization, timelines and risk mitigation.
- ☐ Dr. Bartels explained the differences between the current proposal and the research approved on January 8, 2021: "Best Practices to Prevent COVID-19 Illness in Staff and People with Serious Mental Illness and Developmental Disabilities in Congregate Living Settings: Qualitative and Survey Research

Activities,” Patient Centered Outcomes Research Institute (PCORI), Dr. Stephen Bartels at the MGH Mongan Institute.

#### Issues

- ☐ Participation letter is unclear about whether the addressee is the participant or the guardian.
- ☐ If participant/guardian consent is going to be recorded, researchers must receive consent to being recorded prior to the recording.

#### Outcome

- ☐ Chair moved for a vote and present Committee members unanimously approved the proposed research pursuant to the requirements of 115 CMR 10.08. The Committee requested that the investigators submit a revised participation letter and a revised consent procedure, which investigators agreed to do by Wednesday, February 3, 2021.

#### **APPROVED RESEARCH**

"Best Practices to Prevent COVID-19 Illness in Staff and People with Serious Mental Illness and Developmental Disabilities in Congregate Living Settings: Randomized Control Trial,” Patient Centered Outcomes Research Institute (PCORI), Drs. Stephen Bartels and Brian Skotko at the MGH Mongan Institute.

#### **NON-APPROVED RESEARCH**

None

#### **CLOSING MATTERS**

The next meeting of the Research Review Committee has been scheduled for: TBD upon receipt of research proposals.