**Commonwealth of Massachusetts**

**Department of Developmental Services**

**Research Review Committee Meeting Minutes**

Date: January 8, 2021

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

Additional Attendees: Bruce Bird, Stephen Bartels.

**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: Qualitative and Survey Research Activities,” Patient Centered Outcomes Research Institute (PCORI), Dr. Stephen Bartels at the MGH Mongan Institute.

## HOUSEKEEPING

* Chair reviewed open meeting laws and explained requirements for approval of research proposals pursuant to 115 CMR 10.08.
* Chair welcomed Bruce Bird and Stephen Bartels to RRC meeting to discuss the proposed research.

### Review and Vote on July 10, 2020 Meeting Minutes

Outcome

* Chair moved for a vote, and Committee unanimously agreed to adopt the

July 10, 2020 meeting minutes.

**"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.**

Discussion

* RRC asked questions regarding: consent procedure; participant selection; participant compensation; compensation funding source; participant eligibility; MGH IRB responsibility; and data privacy and security.

Issues

* DDS generally requires written consent. Due to global pandemic and time constraints of the study, as well as the virtual nature of the study, RRC exercised discretion to exempt written consent requirement, but explicitly required that informed consent be clearly received and documented.

Outcome

* Chair moved for a vote, and Committee unanimously approved the proposed research pursuant to the requirements of 115 CMR 10.08.

### APPROVED RESEARCH

"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.

### NON-APPROVED RESEARCH

None

### CLOSING MATTERS

The next meeting of the Research Review Committee has been scheduled for January 29, 2021.