**Commonwealth of Massachusetts**

**Department of Developmental Services**

**Research Review Committee Meeting Minutes**

Date: May 3, 2024

By Teams: Erin Brown (Chairperson), Janet George, Patricia Shook, Joseph Weru, Joshua Greenberg, Joseph Meyer, Deborah Dreyfus, Kathleen Gallagher, and Freddy Torbey (observer/minutes)

Additional Attendees: Sofia Langman, Alaina Alderman

**Agenda Items**

1. Administrative matters.
2. “The Effects of a Self-Monitoring Treatment Package on Physical Activity Levels in Adults with Intellectual Disabilities,”Alaina Alderman, MS, BCBA, LABA

## HOUSEKEEPING

* Chair established quorum
* Chair summarized requirements for approval of research proposals pursuant to 115 CMR 10.08
* Chair presented proposals for discussion

### Review and Vote on February 2, 2024, Meeting Minutes

Outcome

* Chair moved for a vote and Committee members agreed to adopt the February 2, 2024, meeting minutes

**“The Effects of a Self-Monitoring Treatment Package on Physical Activity Levels in Adults with Intellectual Disabilities,”** Alaina Alderman, MS, BCBA, LABA

Discussion

* RRC discussed unclear demarcation between proposed study resources and participation pool, and DDS’ own resources and pool of cared for individuals
* RRC discussed how to ensure participant privacy when researcher is herself a DDS employee, and potential pool of participants are within the same DDS region
* RRC discussed how small “n” might not elicit strong results, and how the restricted “n” also cannot necessarily ensure participant anonymity
* RRC discussed document storage and ensuring secure access to data collected
* RRC discussed importance of research focused on physical exercise, and the sophistication of proposal in its verbiage and proposed ideas
* RRC discussed how to ensure data security for participants’ data that is shared with reviewers based outside of Massachusetts jurisdictions
* RRC discussed that consent form requires more clarifications regarding necessity and applicability of data collected to research proposal and goals
* RRC discussed clarifying to participants that physical activity would not need to last for the entire time of the study, and that sporadic or prolonged periods of rest are allowed

Issues

* Wording of participant message for individuals who fail to meet daily goals, sometimes even repeatedly fail, could pose problems due to possible negative emotional reactions
* Letter provided to participants and guardians might necessitate an unrealistically elevated level of reading comprehension
* A written confirmation from DDS regional administration that use of DDS resources and access to DDS participant pool is required

Outcome

* Joshua Greenberg moved, and RRC members agreed, to approve proposed study conditional on receipt of list of clarifications regarding demarcation between DDS and study resources, as well as language in messages provided to participants prior to and during the study, and an affirmative permission from DDS regional administration to use DDS resources

### CONDITIONALLY APPROVED RESEARCH

**“The Effects of a Self-Monitoring Treatment Package on Physical Activity Levels in Adults with Intellectual Disabilities,”** Alaina Alderman, MS, BCBA, LABA