

Research Review Committee (RRC) STRUCTURE



Committee Chair: Deputy Cabinet Secretary

Required Membership:

- Deputy Secretary Programs
- Executive Director, Children's Cabinet
- Protective Services Representative
- Juvenile Justice Field Representative
- Inspector General
- Constituent Liaison
- Office of General Counsel
- Juvenile Justice Facility Representative
- Family Services Representative
- Data/IT Representative

Ad Hoc Membership:

(based on content of proposed research)

- CYFD/JJS Psychiatrist
- CYFD/PS Medical Director
- CYFD/JJS Education Superintendent
- Children's Court Appointed Attorney – GAL
- Public Defender – JJS Legal Representative
- Youth Advocate Representative



RRC Areas to Address

- External requests for research or study support letters that may or may not include CYFD-involved youth, families and/or staff
- External requests for youth and/or family data that fall outside of Inspection of Public Records Act (IPRA)
- External requests for access to CYFD-involved youth and/or family populations for research or study purposes
- External requests for access to CYFD staff populations for research or study purposes



RRC Points of Consideration

- Highest ethical standards are required with every review
- Parents and/or guardians must always be included when possible
- What are other states doing/what have other states done in the content area being reviewed?
- Will the research or study benefit our youth and families, and thereby the department?
- Does the community impacted consent to the research or study?
- What are the staff and/or other resource requirements involved in the request?



Timeframes for Formal Reviews

- Requests for data and/or support letters will be reviewed on a monthly basis.
- Requests for access to youth and/or family populations will be reviewed on a quarterly basis during the second week of the following months: January, April, July and October.

The Children, Youth and Families Department (CYFD) Research Review Committee (RRC) supports scientific research based on the highest ethical standards and sound theoretical foundations. CYFD supports research that seeks to benefit New Mexico's children and families, and the communities in which they live.