



INSTITUTIONAL REVIEW BOARD REQUIREMENTS

Washington State Healthy Youth Survey 2018

Fundamentals of Research Ethics

Primary concern

Participants should not be harmed by research (e.g., disclosure of potentially sensitive data, staff or passers-by recognizing the identity of a subject).

Principles essential to the ethical conduct of research with humans

Established in the *Belmont Report* (1979), prepared by the National Commission of the Protection of Human Subjects of Biomedical and Behavioral Research, at the request of the Secretary of the Department of Health and Human Services.

- **Autonomy (respect for persons):** Individuals should be treated as autonomous agents. Persons with diminished autonomy may need additional protections. Participants must enter into research voluntarily and with adequate information (i.e., informed consent).
- **Beneficence:** Researchers must maximize potential benefits and minimize possible harm.
- **Justice:** Risks and benefits of research are to be distributed fairly and without bias.

For more information

<http://www.dshs.wa.gov/rda/hrrs/default.shtm>

Institutional Review Board (IRB) Requirements for the HYS 2018

IN 2018, schools must confirm they have notified parents and students with the Notification Letter BEFORE QUESTIONNAIRES WILL BE MAILED TO THE SCHOOL

Schools will confirm they have properly notified parents and students on the AskHYS.net website.

Parent Notification

Notify parents about the survey with the approved parent/student notification flyer at least 2 weeks before survey administration. Since survey administration begins October 8, 2018, we advise notifying parents by SEPTEMBER 24, 2018

Send parents the information about HYS in the manner that you usually use to reach parents about important events or testing:

- Send an email to parents using the approved text in the Email Notification and the Parent and Student Information Letter as an attachment.
- Make a robocall using the approved language in the Robocall Notification.
- Mail the Parent and Student Information Letter home or you can send it home with students along with other important materials for parents.

Feel free to add additional information about HYS at your school to the email or robocall. You may also notify parents and students by additional methods (e.g., e-mail, school calendar, newsletter, or reader boards), but these methods DO NOT replace sending the required Notification Letter as described above.

Student Notification

Notify students about the survey at least 2 weeks before survey administration. Since survey administration begins October 8, 2018, we advise notifying students by SEPTEMBER 24, 2018:

- Post the Parent and Student Information Letter in a common school area, and
- Announce the survey in either a school assembly or in classrooms where it will be administered:
 - Remind students to read the Parent/Student Notification Letter that posted on their school's website.
 - Inform students they may also view a copy of the Letter in the office and give them the name of a person (such as the survey coordinator) to contact if they have any questions regarding the survey.
 - Inform students that Spanish and other language versions are available.
 - Repeat the announcement about the survey on the day prior to the survey.

You may also notify students by other methods (e.g., PA announcement, reader boards, posters, hand out extra copies of the notification flyer, or any other method that your school uses to communicate with students) but these methods DO NOT replace the required methods above.

Web-based Notification

Post information about the 2018 HYS in a prominent location on your school/district website using the approved Website Notification language and include a link to a PDF of the 2018 HYS Parent and Student Information Letter. Feel free to add additional information about HYS at your school website.

Notify School Office Staff about the Survey

Place a copy of the Parent and Student Information Letter and the survey questionnaires in the school's main office for review by parents. Also provide a copy of the student opt out form.

Educate main office staff so they are aware of the survey, know where the notification flyer and surveys are, know how to respond to questions about the survey, and how to keep track of any students or parents who decline participation on the opt out form.

Survey Coordinator Training

Survey coordinators are required to participate in an online training and submit a quiz.