# Request for Compass’s Participation in Research

## Section a - Research Team Information

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| --- | --- | --- | --- | --- | --- | --- |
| Name: | Shauna Heron | Principal Investigator: |  | Yes |  | No |
| Role/Title: | Graduate Student | Affiliations: | Masters student in Psychology; Laurentian University | | | |
| Professional Qualifications: | BSc Psychology | Street Address: | 460 Spruce Street | | | |
| Email: | sheron@laurentian.ca | Postal Code: | P3C 1P2 | | | |
| Phone Number: | 705619026 | City: | Sudbury, ON | | | |
| Potential Conflicts of Interest: | Potential dual role--I work as data analyst at Compass and will be principal researcher | Province: | Ontario | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| Name: | Dr. Kaldrum Passi | Principal Investigator: |  | Yes |  | No |
| Role/Title: | Advisor | Affiliations: | Full Professor of Mathematics and Computational Science; Bharti School of Engineering & Computation | | | |
| Professional Qualifications: | Ph.D.,M.Tech,M.Sc.,B.Sc. | Street Address: | Laurentian University  FA-380 935 Ramsey Lake Road | | | |
| Email: | kpassi@laurentian.ca | Postal Code: | P3E 2C6 | | | |
| Phone Number: | 705.675.1151 | City: | Sudbury | | | |
| Potential Conflicts of Interest: | none | Province: | Ontario | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| Name: | Dr. Michael Emond | Principal Investigator: |  | Yes |  | No |
| Role/Title: | Supervisor | Affiliations: | Director of School of Social Sciences | | | |
| Professional Qualifications: | Ph.D., B.Sc. | Street Address: | Laurentian University  A-238 935 Ramsey Lake Road | | | |
| Email: | memond@laurentian.ca | Postal Code: | P3E 2C6 | | | |
| Phone Number: | 705.675.1151 ext 4246 | City: | Sudbury | | | |
| Potential Conflicts of Interest: | none | Province: | Ontario | | | |

*Please append any additional investigators’ information.*

## section b - Research Proposal

*Please clearly indicate where the requested information can be clearly found in any attached proposals, plans, or applications using page numbers. Please attach all relevant project materials including measures, interview guides/tools, and consent forms.*

1. **Title of Research Project**

**Beyond counting clients, modeling a fair measure of client-related workload**

1. **Research Project Timeline**

*Outline the timing of major project milestones and overall expected length*

Prospectus writing – Summer 2024

Proposal Presentation – September 2024

Ethics Approval -

Model Building and Analysis – September 2024: December 2024

Thesis Writeup – January 2025: March 2025

Thesis Defense – April 2025

1. **Research Ethics Board Approvals**

*Include the REB’s name, host institution, reference number, status, and relevant dates*

**TBD**

1. **Research Funding**

*Include the name of any funding sources for the project and amounts*

**TBD**

1. **Research Plan**

*Research plans involving children, youth, caregivers, families, and/or Compass clients or their data must follow the Personal Health Information Protection Act (PHIPA) Section 44 and provide a description of why this research cannot be accomplished without the use of personal health information. If express consent is not planned to be collected from individuals’ whose data will be disclosed please explain why. If requesting specific data from Compass please include a table of each data element and applicable filters (e.g., date, program, age). Ensure you’ve described any data linkages and the rationale for such linkages.*

**The proposed analyses would occur on a retrospective dataset that links program history (will be used to calculate length of service), contacts (for use in calculating direct/indirect hours and other client-related activities) and interRAI screener+ and full ChYMH assessment data (for extracting client-related workload indicators).**

**The dataset will be filtered to include assessments that fall between January 1, 2019 and March 31, 2024, for Brief Service, Stabilization and Counselling and Therapy programs and only files that have already been discharged.**

**Names, addresses, birthdates, full postal codes, clinical notes and any other potentially identifying features will be removed via an automated script at the time of data extraction (after downloading from EMHware). Client IDs will be deidentified using an encrypted hashing system so that it will be not possible to reverse engineer the hashes to obtain original client IDs.**

**The variables included will be:**

1. **Expected Benefits of the Research for Compass, Staff, Children/Youth and Families, and Public**

By advancing our understanding of the relationship between client characteristics and related resource need, we hope to contribute to the broader goal of optimizing mental health services to ensure that young people and their families receive timely care tailored to their individual needs.

1. **Risks, Burdens, and/or Potential Harm Associated with Participating in the Research for Compass, Staff, and Children/Youth and Families**

**The data itself will be deidentified following best practices for senstive PHIPA data and will be analyzed by an existing employee of Compass. As such, the data will always be in custody of Compass itself. Moreover, it will remain at all times locked within a password protected machine belonging to Compass. Model results, summary statistics and other visualizations will only include metrics associated with the performance of predictors and the models themselves, never individual scores or any other information that could be linked to clients or subgroups of clients and will be approved by Nicholas Schwabb, Manager of Systems Performance before they are utilized in any report or presentation.**

1. **Risk/Harm Mitigation Strategies / Plans**

*Include a description of mechanisms to safeguard research participants from harm, abuse, exploitation, and discrimination.*

**The data itself will be deidentified following best practices for senstive PHIPA data and will be analyzed by an existing employee of Compass. As such, the data will always be in custody of Compass itself. Moreover, it will remain at all times locked within a password protected machine belonging to Compass. Model results, summary statistics and other visualizations will only include metrics associated with the performance of predictors and the models themselves, never individual scores or any other information that could be linked to clients or subgroups of clients and will be approved by Nicholas Schwabb [add exact title here] before they are utilized in any report or presentation. .**

1. **Data Governance and Community Engagement Plan**

*For research specifically involving Indigenous peoples a description of how the research will adhere to Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans. For research specifically involving individuals of particular racial, ethnic, disability, religious, gender identity, or sexual orientation groups a description of the research’s community engagement and data governance plans (e.g.,* [*OCAP*](https://fnigc.ca/ocap-training/)*,* [*EGAP*](https://blackhealthequity.ca/)*).*

In many studies, variables like gender or race are used to categorize client need, which raises concerns about fairness and predictor bias. While race and gender may correlate with resource use, it is important to keep in mind that these correlations can be confounded by systemic marginalization factors that increase the risk for mental health concerns. In such a case, it is not the client driving need but the unfair structures that they find themselves in. To minimize perpetuating such marginalization, we will focus on variables that directly drive resource use, such as age, psychological scale scores or symptom ratings, and exclude variables like race and ethnicity.

In addition, we address the potential impact of "funding bias," which occurs when predictor variables are selected (whether intentionally or unintentionally) based on their relationship to specific funding streams. To mitigate this risk, we will implement a data-driven approach to predictor selection. This method ensures that only variables with the highest explanatory power are retained.

1. **Data Security and Privacy**

*Describe how you will ensure the security and privacy of research materials and data. Include references to, and copies of, any third party assessments or assurances with respect to information security and privacy practices, where such are available. For research involving children, youth, and/or families provide evidence that any individuals who will be involved in data collection or will have access to the data have/will pass a vulnerable sector check.*

**Data will reside at all times in the custody of Compass. Safely locked on a encrypted and password protected laptop owned by Compass. The data itself will be deidentified following best practices for senstive PHIPA data and will be analyzed by an employee of Compass. As such, the data will always be in custody of Compass itself. Model results, summary statistics and other visualizations will only include metrics associated with the performance of predictors and the models themselves, never individual scores or any other information that could be linked to clients or subgroups of clients and will be approved by Nicholas Schwabb before they are utilized in any report or presentation.**

1. **Resources Required from Compass**

*Describe all financial, time, or human resource requirements or expectations of Compass, Compass staff, and/or Compass clients. You are encourage to include a budget, if applicable.*

**TBD**

1. **Knowledge Dissemination Plan**

*Include how Compass may use the research findings, and the levels at which results will be reported (e.g., individual level, institutional, regional/geographic).*

**Unless otherwise approved and requested, findings and results will be reported internally and to my advisors and fellow students at Laurentian University during my proposal and thesis defense.**

## SECTION C - INVESTIGATOR Signatures

*The signing parties certify that the information reported in this form and the appended documents is accurate.*

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|  |  |  |  | Click or tap to enter a date. |
| Signature |  | Print Name |  | Date |

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| Signature |  | Print Name |  | Date |

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| Signature |  | Print Name |  | Date |

*If the request is approved your team will subsequently be required to also sign non-disclosure/confidentiality agreements prior to accessing participants or the data.*

## Section d - COMPASS review

**Manager of System Performance Review**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date Complete Proposal Received: | | Click or tap to enter a date. | | | | |
|  | The credentials and competencies of the primary investigator to competently design and perform the research have been checked and reviewed. | | | | | |
|  | | |  |  |  | Click or tap to enter a date. | |
| Signature of Manager of System Performance | | |  | Print Name |  | Date | |

**Senior Leadership Review**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date Proposal Reviewed: | Click or tap to enter a date. | | | | | |
| Decision: |  | Proceed with research | | | | |
|  |  | Do not proceed | | | | |
| Rationale | | | | | | |
|  | | | | | | |
|  | | |  |  |  | Click or tap to enter a date. | |
| Signature of the Executive Director | | |  | Print Name |  | Date | |