

## TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 8.31

### EXPERIMENTAL, RESEARCH PROGRAMS AND CHANGE PROCESS

In order for the programs of the Trumbull County Board of Developmental Disabilities to be responsive to changes in the characteristics of the program enrollment, changes in societal attitudes and the growing body of knowledge in the field of mental retardation and the mandates of state and federal standards, and legislation, it becomes imperative that procedures be established through which orderly and effective changes in the programs, goals, or structure of the organization may occur.

It is expected that the programs of the Trumbull County Board of Developmental Disabilities will continue to expand and change. The success or failure of an attempt to bring about change in an organization is often related to the process through which the change is initiated. It is also expected that this growth and change will follow an orderly process which lends itself to the effective introduction of changes in the organization.

The process of change should be expected to involve several stages. The stages may be defined in different terms and varying number of stages, however, the following outline is provided as a guideline in considering and introducing changes, including research or experimental programs.

- Stage 1      A written narrative of the proposed research, innovation, experimental program, or change must be submitted to the appropriate immediate supervisor.
- Stage 2      The immediate supervisor shall review the program and approve, disapprove, or send back for modification. Approval will be forwarded to the Superintendent.
- Stage 3      The Superintendent will approve, disapprove or modify the proposal and ensure that it complies in terms of funding, philosophical concurrence, feasibility, and other parameters as may be deemed appropriate.
- Stage 3a     If the Superintendent believes the proposal is of significant enough costs, direction, or other appropriate parameters, he/she shall submit the proposal to the Board for official action.
- Stage 4      The program shall proceed within administrative control for an administratively approved period of time. At the end of that period of time, an evaluation shall be made by participants, administration and other appropriate members. If approved, the proposal shall then be instituted as a change.

Research involving human subjects must be proposed to the building Administrator and Superintendent. The proposal will then be forwarded to a major university human research committee for consult. With the university concurrence, the proposal will then be given by the Superintendent to the Board for approval, disapproval, or modification.

Adopted: 06/24/85  
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10/27/97  
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**Reference:**  
Local Authority