

# State of New Mexico

## CHILDREN, YOUTH AND FAMILIES DEPARTMENT

**BILL RICHARDSON**  
GOVERNOR

**DIANE DENISH**  
LIEUTENANT GOVERNOR



**DORIAN DODSON**  
CABINET SECRETARY

**BILL DUNBAR**  
DEPUTY CABINET SECRETARY

**MARISOL ATKINS**  
DEPUTY CABINET SECRETARY

### MEMORANDUM FOR INFORMATION

TO: CYFD EMPLOYEES STATEWIDE

FROM: DORIAN DODSON, CABINET SECRETARY

DATE: July 1, 2008

SUBJECT: CYFD Research Review Committee (RRC)

---

I am pleased to announce the formal establishment of the Children, Youth and Families Department (CYFD) Research Review Committee (RRC). The RRC is a recently formed internal committee that meets on a regular basis and is tasked to review all requests for data, access to staff or access to youth and families for the purposes of research or study. The RRC tracks, reviews and ultimately approves or disapproves requests from external and internal entities regarding their research/study interests. The mission of the RRC is the following:

**“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.”**

Membership of the RRC consists of at least one individual from each of the following offices or service areas:

- Office of the Secretary
- Office of General Counsel
- Children’s Cabinet
- Inspector General
- Family Services
- Juvenile Justice Facilities
- Juvenile Justice Field,

- Protective Services

\*\*Please note: Ad Hoc members participate in RRC meetings and reviews as needed for special projects or populations.

The RRC will ensure that all research projects that are approved by CYFD follow the highest ethical standards, assure that identifying client information will be protected according to state and federal standards, and that clearly written and understood consent and/or assent forms are provided to and signed by the individual or family being researched, as necessary.

Information, forms and publications of the RRC will be posted promptly on the CYFD internet site at [www.cyfd.org](http://www.cyfd.org). In the meantime, please utilize and distribute as appropriate the attachments provided.

Research entities or individuals (both external and internal) requesting information/data, or access to CYFD staff or service populations, must submit written requests utilizing the RRC Request Form (see attached) to the following email address: [cyfd.research@state.nm.us](mailto:cyfd.research@state.nm.us). As well, should you have any additional questions regarding the establishment or responsibilities of the RRC please direct them to the email address provided.

Again, I am very pleased to announce the formal establishment of the RRC – this is an exciting step toward a department-wide approach to assuring respectful and responsible treatment/practices involving the youth and families that we serve.