



## NATSAP Research and Evaluation Network

### Individual Program Research Coordinator Role and Responsibilities

#### **Role of a Program Research Coordinator:**

The role of your program's Research Coordinator (RC) is to *facilitate the participation of his/her program in the NATSAP Research and Evaluation Network*. Participation in this network will ultimately benefit the program, and hopefully the field in general. However, effective participation will require a serious commitment of time and energy from a program and its RC. At the outset of the initiative, a large part of the RC's role will be devoted to the utilization of a secure web-based system into which program and client data will be entered and maintained. As much as possible will be automated but initial utilization will likely require substantial effort.

#### **Responsibilities of a Program Research Coordinator**

- Be the main point of contact at his/her program for the NATSAP Research Coordinators at University of New Hampshire (under the over-all guidance of the NATSAP Research Committee)
- Be responsive and timely in communications with the U.N.H. NASTAP Research Coordinators
- To share honest and timely feedback when he/she has concerns so that he/she can be an advocate for the NATSAP research initiative at his/her program
- Understand the aims and procedures of the network such that he/she can explain the project to clients and staff in enough detail to ensure that participants in the project will be providing *informed* consent
- Coordinate his/her programs use of the web-based outcomes/evaluation system.\* This will include:
  1. Helping to set-up and maintain program-specific information in the NATSAP database
  2. Learning how to get client data entered into the database
  3. Teaching appropriate additional staff how to enter client data into the database
  4. Working with staff and clients to help ensure the timely electronic administrations of standardized assessments at admission, discharge and post-discharge intervals
  5. Monitoring electronic automated e-mail reminder system to ensure parents are responding to requests to fill out assessments

\*note: *Although comfort with computer use is required, training and support will be provided for this specific application.*

- Problem solve and be creative as new and unexpected issues arise

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