

## Data Dissemination and Publication Committee (DDPC) Charter

### 1. Membership

1.1. There shall be a Data Dissemination and Publication Committee (DDPC) of the Texas Child Mental Health Care Consortium (TCMHCC or Consortium). Its membership shall consist of:

1.1.1. Voting Members

1.1.1.1. The chair of the committee appointed by the TCMHCC Executive Committee. The chair of the DDPC shall have a term of 2 years and can be reappointed for 2 additional terms. The chair of the DDPC must be associated with an HRI and be associated with a TCMHCC program.

1.1.1.2. Six representatives from Health-related institutions (HRI) selected through a nomination process and appointed by the TCMHCC Executive Committee and each would serve for a 2–3-year terms allowing for staggered terms. Terms can be reappointed for 2 additional terms. Members of the DDPC must be associated with a TCMHCC HRI.

1.1.1.3. Voting DDPC members are required to attend at least 75% of all scheduled meetings. Failure to do so can exempt them from reappointment or dismissal by the TCMHCC Executive Committee.

1.1.1.4. A quorum for DDPC voting members is the attendance of 5 out of the 7 members. If the chair is unable to attend one of the meetings, they can assign one of the other members to lead discussions in their absence, but a vote cannot take place.

1.1.1.5. Members must recuse themselves when voting on a data or publication request associated with their HRI.

1.1.2. At large members will include 5 representatives. Except for the COSH, at large members are identified by their organizations. All at large members have indefinite terms unless their organization selects a replacement. At large members can invite additional staff or subcontractors to specific meetings for topics or discussions that require additional expertise not present within the DDPC membership or if the DDPC member is unable to attend one of the meetings. At large representatives cannot vote but participate in discussions and provide expertise related to discussion topics and decisions. At large members include:

1.1.2.1. The Medical Director for the Centralized Operations Support Hub (COSH)

1.1.2.2. A representative from the Internal Evaluation Team

1.1.2.3. A representative from the External Evaluation Team

1.1.2.4. A representative from the TCMHCC Central Administration

1.1.2.5. A representative from one of the non-profit organizations represented on the TCMHCC Executive Committee. The non-profits shall nominate an individual who will serve upon appointment by the TCMHCC Executive Committee.

1.1.2.6. Voting DDP

- 1.1.3. Other individuals can be invited to a specific DDPC meeting based on the following criteria:
  - 1.1.3.1. A medical director's expertise is required for programs not represented by the current DDPC
  - 1.1.3.2. An individual submitting a request to the DDPC is required to provide additional input and clarification on their request so that the DDPC can deliberate or vote on the request.
- 1.2. An up-to-date roster of DDPC membership shall be maintained by the chair (Appendix 1) and posted on the TCMHCC website.

## 2. Roles and Responsibilities

The DDPC scope of work is associated with review and approval of dissemination of TCMHCC data analytics, research and evaluation findings outside of the Consortium. Specific duties for the DDPC include:

- 2.1. Advise the Executive Committee regarding matters related to TCHMCC data dissemination and dissemination policies.
- 2.2. Review, provide input and approve disaggregated data requests from TCMHCC-affiliated HRI staff and subcontractors of TCMHCC
- 2.3. Review and provide input on methodology used in data analysis, research and evaluation for data requests outlined in section 4, except for the Youth Depression and Suicide Research Network (YDSRN) and the Child Trauma Research Network (CTRN). New & Emerging Children's Mental Health Researchers (NECMHR) data requests shall be reviewed by the DDPC only if the data involves TCMHCC programs using the same process as is outlined below.
- 2.4. Review, provide input and approve public dissemination (publications, presentations, posters, etc.) of data analysis, research, and evaluation outlined in section 5.

## 3. Sessions

- 3.1. The DDPC shall meet no more than twice monthly as needed to:
  - 3.1.1. Review and approve new membership to the DDPC
  - 3.1.2. Review and update data dissemination procedures and policies
  - 3.1.3. Review and make decisions on requests for data, input on methodology for data analysis and requests for public dissemination
- 3.2. Minutes shall be kept for all meetings by an individual designated by the Chair of the DDPC.
- 3.3. Discussions and votes may occur via email in place of meetings.
- 3.4. DDPC approval requires 75% agreement by voting DDPC members.

## 4. Process for Data Requests

- 4.1. Requests by individuals affiliated with TCMHCC (HRI, Contractor or Administrator)
  - 4.1.1. If a data request is received by an HRI for program data outside of their specific HRI or a TCMHCC staff requests data, the Data Request Form 1 is required to be completed first. Data Request Form 1 (Appendix 2 – NOTE: Placeholder until DDPC approves form) is intended to assess the viability of the request (availability and quality of the data, ability of the data to answer the aims of the study, ability to share analysis at the level identified, etc.)

- 4.1.2. Once the request form is submitted, the form is sent to COSH, Internal Evaluation, and UT System for feedback on viability within 15-calendar days of receipt of request. This time frame can include a meeting with the requestor to discuss the request in further detail.
- 4.1.3. If the data request is viable, then the requester can submit the Data Request Form 2 (Appendix 3 – NOTE: Placeholder until DDPC approves form). Form 2 collects information needed to approve the data request, including purpose, aims, methodology, data security and dissemination plan.
- 4.1.4. Once the Data Request Form 2 is received, the request is sent to all DDPC members, and a meeting is convened to discuss and vote on the data request.
- 4.1.5. Response must be provided within 30 days of receipt of Form 2 and response will include one of the following decisions: disapprove, approve as is, approve conditionally (on changes or delivery of additional materials/information), or more information needed to be discussed.
- 4.1.6. Conditional approvals require a resubmission of Form 2 incorporating conditions.
- 4.1.7. Resubmissions will be reviewed via email by the DDPC committee with responses provided within 2 weeks of receipt.
- 4.2. NECMHR Research will undergo a feasibility review prior to the submission of the grant. Afterward, the researcher will be required to seek approval from the DDPC for their data request. IRB approval is not required prior to presentation and vote by the DDPC, but will be conditional on IRB approval.
  - 4.2.1.
- 4.3. Requests by individuals unaffiliated with TCMHCC
  - 4.3.1. At this time, the TCMHCC will not be accepting or providing disaggregated data to those unaffiliated with TCMHCC
  - 4.3.2. Data requests from entities unaffiliated with the TCMHCC will be handled by UT System and are outside the scope of the DDPC.

## 5. Publication/Dissemination

Given that this is a shared funding source from the Texas Legislature, any data that is generated from the use of these funds through the TCMHCC are deemed to be controlled by the TCMHCC. As such, the DDPC will act on behalf of the TCMHCC to review and either approve or deny the dissemination or publication of any consortium data by any TCMHCC affiliated staff (including HRIs, COSH, Internal Evaluation, External Evaluation or the TCMHCC Administrator). The review of the DDPC is to ensure that publication proceeds in a fashion consistent with academic norms, appropriate statistical technique, scientific integrity and that conclusions presented are valid with respect to the data collected and analyzed. Additionally, the DDPC's involvement ensures that data disseminated publicly is accurate, appropriate to the audience and adheres to data security and dissemination policies.

- 5.1. No HRI shall publicly present or publish any data analysis or interpretation of TCHMHCC data without the review and consent of the DDPC.
- 5.2. All manuscripts require an acknowledgement of the TCMHCC program. Publications directed by the TCMHCC must list the consortium as an Executive author.
- 5.3. All Posters and slides must adhere to communication policies and utilize current TCMHCC logos.

- 5.4. All posters, slides and manuscripts containing TCMHCC data analyses shall be submitted to the DDPC prior to submission to any journal or public meeting or prior to posting on any public website. Submissions and review will proceed using the following process:
  - 5.4.1. Requestor completes the Data Dissemination Request Form (Appendix 4 – NOTE: Placeholder until DDPC approves form) and submits it to the DDPC.
  - 5.4.2. Once the Data Dissemination Request Form is received, the request is sent to all DDPC members, and a meeting is convened to discuss and vote on the data request.
  - 5.4.3. Response must be provided within 30 days of receipt of the complete form and response will include one of the following decisions: disapprove, approve as is, approve conditionally (on changes or delivery of additional materials/information), or more information needed to be discussed.
  - 5.4.4. Conditional approvals require a resubmission of the Data Dissemination form incorporating conditions.
  - 5.4.5. Resubmissions will be reviewed via email by the DDPC committee with responses provided within 2 weeks of receipt.
  - 5.4.6. Public facing slides or posters approved by the DDPC must be submitted for review and approval to the Communications/Outreach office to ensure logos, language, and communication policy adherence, prior to submission to a professional meeting or presentation to the public.
  - 5.4.7. Manuscripts may be submitted to a journal upon approval by the DDPC and do not require review of the Communications/Outreach meeting. If the journal requests revisions, the revision must be submitted to and approved by the DDPC prior to re-submission of the journal. Reviews are intended to ensure that interpretations align with the program and that the program is acknowledged appropriately.
6. Amendments to the DDPC charter. The TCMHCC EC must approve any changes to this policy, or any new policies proposed by the DDPC.

## Appendix 1

### Membership

Name	Affiliation	Committee Role	Appointment Date	Appointment Expiration Date	Term
Steven Pliszka, MD	UT Health Science Center San Antonio	Chair			
		Voting Member			
		Voting Member			
		Voting Member			
		Voting Member			
		Voting Member			
		Voting Member			
Nagla Elerian, MS	UT System	Ex Officio			
Laurel Williams, MD	COSH	Ex Officio			
Molly Lopez, PhD	Internal Evaluation	Ex Officio			
	External Evaluation	Ex Officio			