

MacMichael, Mary

To: MacMichael, Mary
Subject: Career-Oriented Soft-Skills Training

Importance: High

From: Stephenson, Craig <cstephenson@gpsd.us>

Glassboro School District has the opportunity to participate in a Rutgers study on developing "soft skills" for students transitioning to workplace. This would provide, at NO cost, an online program that supports in job skill identification and curriculum to support identified areas of need. This program would benefit our 16 year-old and above students in our special education programs. Attached is a letter of support for the study at Glassboro.

Sincerely,



Craig S. Stephenson
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Catherine Torbik, Director of Special Services

Date: March 12, 2025

Re: Internet Assisted Career-Oriented Soft-skills Training (iCareer) for Transition Age Youth with Mental Health Conditions: A Randomized Controlled Trial

Dear Dr. Weili Lu:

This letter confirms that I, as an authorized representative of ASD Solutions, and my staff have discussed the above-referenced study with you, and we support your access to conduct study-related activities for it at our agency. We believe that these are very important issues and are happy to support them. I acknowledge the information listed below regarding the details of the study. We understand the study as discussed with the Principal Investigator and briefly outlined below, may commence when the Principal Investigator provides evidence of IRB approval for the proposed project.

Research Site(s): Glassboro Public Schools

- Funding Agency: National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR) Administration for Community Living.
- Study Purpose: The purpose of this study is to evaluate the effectiveness of an internet-assisted Career-Oriented Work-Related Soft-skills Training (iCareer) intervention, infused with cognitive behavioral therapy, targeting individuals ages 16–29 with mental health conditions, to improve employment outcomes. Our overall objective is to help transition-age youth (TAY) with psychiatric disabilities achieve optimal employment outcomes as part of a successful transition to adulthood. Findings will have implications for enhancing and developing pre-employment services for TAY with psychiatric disabilities.
- Study Activities: Glassboro Public Schools, will serve as a recruitment site for individuals ages 16–29 with mental health conditions, to improve employment outcomes. The site will facilitate the distributing of IRB approved study flyers. If interested, site staff will share research team contact information with interested participants.
- Subject Enrollment: 128 total participants who meet inclusion criteria as approved by Rutgers IRB will be recruited for this study.

- Site(s) Support: Glassboro Public Schools, will work with research staff from Rutgers to facilitate recruitment of the study, including distributing the recruitment flyer and/or making potential referrals.
- Data Management: No study records will be stored at Glassboro Public Schools. Contact made with clients receiving services at Glassboro Public Schools will meet with study staff remotely using a HIPAA compliant Zoom conference room. If participants agree to participate, their identifiable information will be recorded in the Informed Consent Document. Participant names will be collected on the informed consent, but for the duration of the study participants will be identified through a de-identified number. All interview data is deidentified and stored in password-protected, encrypted PHI-protected, and HIPAA compliant servers.
- Other: N/A
- Anticipated End Date: March 1st, 2027 or at a later date approved by the funding agency

We understand that this site's participation will only take place during the study's active IRB approval period. All study-related activities must cease if IRB approval expires or is suspended. I understand that any activities involving Personal Private Information or Protected Health Information may require compliance with HIPAA Laws and Rutgers Policy.

Our organization agrees to the terms and conditions stated above. If we have any concerns related to this project, we will contact the Principal Investigator. For concerns regarding IRB policy or human subject welfare, we may also contact the Rutgers IRB at <https://go.rutgers.edu/ContactUs>.

Regards,

Catherine R Torbik
Director of Special Services