



Daniel Del Vecchio  
Superintendent

June 6, 2024

Weili Lu, PhD  
Associate Professor  
Department of Psychiatric Rehabilitation and Counseling Professions  
Rutgers University  
675 Hoes Lane West – 8th Floor Research Tower  
Piscataway, NJ 08854

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

Dear Dr. Lu:

This letter confirms that at the June 5, 2024 Board of Directors meeting of the Camden County Educational Services Commission (CCESC), the Board of Directors approved a motion for the CCESC to serve as a research site for the above named project.

As an authorized representative of Camden County Educational Services Commission, my staff and I 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 it. I acknowledge the information listed below regarding 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):** Camden County Educational Services Commission located at **225 White Horse Avenue Clementon, New Jersey 08021**
- **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 16–24 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 successful transition to adulthood. Findings will have implications for enhancing and developing pre-employment services for TAY with psychiatric disabilities.
- **Study Activities:** Camden County Educational Services Commission will serve as a recruitment site for individuals ages 16–24 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:** Camden County Educational Services Commission 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 Camden County Educational Services Commission. Contact made with clients receiving services at Camden County Educational Services Commission will meet with study staff remotely using a HIPAA compliant Zoom conference room. If participants agree to participation, 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 de-identified and stored in password-protected, encrypted PHI-protected, and HIPAA compliant servers.
- **Other:** N/A
- **Anticipated End Date:** March 1<sup>st</sup>, 2027 or at a later date approved by the funding agency



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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>.

Sincerely,

Daniel Del Vecchio