

Appendix D

Research Project 3 - Study Timeline

Michael M. Litterer

Executive Masters in Public Administration, Rutgers University

20:831:562:90 Applied Research Design

Dr. Lois M. Warner

May 7, 2023

Title: The impact of connecting housing-insecure patients with substance use disorder who visit the emergency department to housing and social care resources on patient health outcomes and healthcare utilization

Study Timeline:

1. Study Proposal Preparation and Submission
 1. Due Date: May 10, 2023
 2. Responsible Staff: PI
 3. Tasks:
 1. Finalize research study proposal
 2. Submit the study proposal and all supporting documents to Dr. Danielle Dick, Director of the Rutgers Addiction Research Center, requesting funding for the proposed study to begin May 23, 2023.
 3. Establish all funding mechanisms and cost centers in RWJBarnabas PeopleSoft using a Rutgers Inter-company Transfer.
2. Study Preparation (Duration: 3 months)
 1. Due Date: August 23, 2023
 2. Responsible Staff: PI, Research Coordinator, Project Manager
 3. Tasks:
 1. Submit Institutional Review Board (IRB) application for approval, including Rutgers/RWJBarnabas IRB Reciprocity request
 2. Register study with the NIH as a Clinical Trial (<https://grants.nih.gov/policy/clinical-trials/reporting/index.htm>)
 3. Meet with all key stakeholders to inform them of the study and the planned intervention
 4. Establish partnerships with all relevant community-based organizations associated with the study
 5. Meet with Epic leadership (specifically Healthy Planet and ClinDoc analysts) to ensure all Epic EHR tools are operational.
3. Staff Training (Duration: 1 month)
 1. Due Date: September 23, 2023
 2. Responsible Staff: PI, Research Coordinator, Project Manager
 3. Tasks:
 1. Hire and train research staff
 2. Train all associated implementation staff
4. Participant Recruitment and Randomization (Duration: 6 months - concurrent to implementation)
 1. Due Date: April 12, 2024
 2. Responsible Staff: PI, Project Manager, Research Coordinator, Research Assistant, CHWs, and ED Staff
 3. Tasks:

1. Screen and recruit 600 eligible participants (300 intervention group and 300 control group)
 2. Obtain informed consent
 3. Randomize participants to intervention or control group using Epic RCT functionality.
 4. Enroll participants in the study.
5. Intervention Implementation (Duration: 6 months concurrent to recruitment and randomization)
 1. Due Date: April 12, 2024
 2. Responsible Staff: CHWs, ED Staff, Project Manager, Research Coordinator, and community partners
 3. Tasks:
 1. Connect intervention group participants with appropriate housing and social care resources.
 2. Provide support and guidance to participants throughout the intervention period.
 3. Monitor and document intervention delivery.
6. Intervention Follow-up (Duration: 6 months following initial intervention)
 1. Due Date: October 12, 2024
 2. Responsible Staff: CHWs, ED Staff, Project Manager, and Research Coordinator
 3. Tasks:
 1. Conduct all required 6-month follow up on all intervention group patients. The timing of follow-up is to be based on 6-months post-intervention.
 2. Monitor and document intervention delivery.
7. Data Collection and Monitoring (Duration: 12 months)
 1. Due Date: October 12, 2024
 2. Responsible Staff: PI, Project Manager, Research Coordinator, Research Assistants, Data Analyst
 3. Tasks:
 1. Collect all data
 2. Monitor patient progress and retention in the study
 3. Conduct periodic assessments to evaluate intervention effectiveness and fidelity
 4. Address any concerns or challenges that arise during the study
8. Data Analysis (Duration: 3 months)
 1. Due Date: January 23, 2025
 2. Responsible Staff: Data Analyst, Project Manager, and Research Coordinator
 3. Tasks:
 1. Clean and prepare data for analysis
 2. Conduct statistical analyses to evaluate intervention effectiveness
 3. Interpret findings and draft results
9. Dissemination and Reporting (Duration: 3 months)
 1. Due Date: April 23, 2025
 2. Responsible Staff: PI, Research Coordinator, Project Manager
 3. Tasks:
 1. Prepare and submit a manuscript for publication in a peer-reviewed journal
 2. Present findings at conferences and meetings
 3. Share results with participating organizations and stakeholders
 4. Develop recommendations for future practice and policy

Total Project Duration: 23.5 months (approximately 2 years)