

Chancellor's Memorandum

CM-16 – Home Visits for Surveys and Questionnaires

To: Vice Chancellors, Deans, Administrative Staff, Department Heads, and Students.

From: LSU Health Sciences Center New Orleans Chancellor

June 26, 1997

It is LSU Health Sciences Center policy that students, faculty, and staff not make home visits for the purpose of conducting research related surveys or to administer questionnaires. The potential danger involved in entering many local urban neighborhoods warrants the use of good judgement in such situations. However, if it becomes necessary to make such visits because of a special project, the following precautions should be taken:

1. Personnel involved in conducting the study should meet with representatives from the University Police and discuss the logistics for the study.
2. No visits shall be made to families residing in housing projects.
3. Visiting personnel should evaluate the neighborhood of home prior to making phone contact to arrange for an interview. If there is any concern about the neighborhood or home, the interviewer should arrange for an interview site away from the subject's home if the subject's health permits. Subject may be reimbursed for transportation cost at interview site. Personnel may travel in pairs to conduct interviews; however, when visits are made singly or in pairs, personnel should assess the environment and conduct interviews only in suitable locations.
4. Personnel involved in making home visits should inform their supervisors or department head of where and when the visits are to be made and the expected time of return.

Safety of our Faculty, Staff, and Students is one of our most important goals. Please discuss any plans for home visits or community surveys with the University Police or the New Orleans Police Department.

Signed: Mervin L. Trail, Chancellor