

Addiction and Mental Health Division
 Procedures for Evidence Based Practice (EBP) Review
Internal Practice Review – January 20, 2006

Practices to be considered for listing on the AMH Evidence-Based Practice list will be reviewed in the following manner:

1. A Review and Selection (R&S) Committee member, or other person as determined by AMH management, will be assigned to complete a practice application.
2. The application will be completed within **two** weeks. The completed application, with research articles attached, will be given to the EBP support staff.
3. The Resource Center Coordinator will review for completeness, post practice on Web site as being under review, and give to EBP support staff to make copies.
4. The R&S Chair will assign the practice application to one committee member. The member will have two weeks to complete and return the review with EBP level assignment.
5. The R&S Chair will forward the practice application to one external EBP panel member to review and return with EBP level assignment within 30 days.
6. The R&S Committee will review the level assignments of reviewers and the external panel members. An EBP level will be recommended.
7. The R&S Chair will take the recommendations to the EBP Manager for final review and approval.
8. Upon approval the EBP will be added to list of practices reviewed and posted to the AMH Web site.
9. Any decision appeals will be directed to the AMH Assistant Director.

Timeline: 75 days
Day 1: Practice application assigned.
Day 1-14: Application completed.
Day 15: Application with research articles given to EBP support staff/RCC for log-in, posting on Web site as under review and copying (3).
Day 15-20: Practice review is assigned for review to one R&S Committee member or others as determined by management.
Day 20-34: R&S Committee member has two weeks to complete review and return to the Chair.
Day 35-65: EBP assigned and sent to EBP external reviewer for review and level assignment.
Day 66-70: The R&S Committee will review completed work and make recommendation regarding level assignment. This to be done via e-mail or at the regular meeting, if it meets the timeline.
Day 74: EBP Manager reviews and approves.
Day 75: Results posted on Web site.