

Addictions and Mental Health Division (AMH) Procedures for Evidence Based  
Practice (EBP) Review

**External Application Review – February 2007 (Update in June 2007 \*)**

All practices submitted to AMH for review will be subject to the following:

1. When the EBP support staff receives an application, it will be logged for tracking. The application will then be forwarded to the designated AMH staff to review the application for completeness, request journal article studies, and post to the DHS/ AMH Web site under “Currently being reviewed.” EBP support staff will copy practice application and research articles.
2. The designated AMH staff will assign the practice to two of the designated cadre of AMH employees. Staff will complete and return their review including the EBP level assignment.
3. The designated AMH staff will forward the practice application to one external EBP panel member to review and return with EBP level assignment.
4. The designated cadre of AMH staff will review the recommendations of the internal reviewers and external panel member. An EBP Level will be recommended.
5. The designated staff will take the cadre’s recommendation to the EBP Manager for review and approval.
6. Upon approval, the designated staff will post the results on Web site and notify the applicant
7. If not approved then the applicant will be notified of the status and the re-evaluation process. The EBP will be taken off the under review list on the web site.
8. The applicant may ask to have the application re-evaluated by completing the re-evaluation form. ( on the web site )
9. The AMH EBP Manager will send it to a second external reviewer to evaluate it.
10. The AMH EBP Steering Committee will review the recommendations of the internal reviewers and two external reviewers. An EBP Level will be determined.
11. If the determination is made to approve the practice, the designated staff will notify the applicant and post the results on the Web site.
12. If not approved then the applicant will be notified of the status. The EBP will be left on the under review list on the web site.
13. Requests for reconsideration will be directed to the AMH Assistant Director.
14. The AMH Assistance Director will review it and make the final determination of the practice as approved or not.
15. The applicant will be notified of reconsideration results. The results will be posted on Web site if approved as approved and if not approved then the EBP is taken off the under review list.

\* The language was updated to reflect the agency name change and to make the description of the responsible parties more generic to allow for flexibility in staff assignment.