

Evidence-Based Practice Application Guide

Updated November 2020



The purpose of this document is to provide applicants with a guide to completing the Evidence-Based Practice (EBP) Application. Programs funded under the Substance Abuse Prevention Block Grant must be evidence-based, as determined by the Idaho Statewide Epidemiological Outcomes Workgroup (SEOW). The SEOW strongly urges applicants with established programs to apply to a national registry, such as the one maintained by [Blueprints](#) or other certifying entity. Applicants with unregistered programs may use this application to submit programs for the SEOW to review for provisional approval. The SEOW requires three years of data before approving a program. The application is designed for applicants to provide existing data and/or to describe how they intend to provide the data. *Directions for providing existing data are in italics.* This guide explains sections of the application such as Proposed Program Summary, Environment, Significance, Staff, Approach, and Additional Supporting Information. Please direct any questions regarding this Guide to Cheryl Foster, Senior Research Analyst, at cheryl.foster@odp.idaho.gov.

Proposed Program Summary: The proposed program summary is the section in which the applicant provides the EBP Workgroup an overall representation of the program. Although this section is not scored, it is required. Without this section, the application will not be reviewed. In the proposed program summary, it is not necessary to restate what is already provided in the application, but instead provide an overview regarding the general purpose of the program, and information that may otherwise be left out of the application. Finally, make sure you address how this program impacts tobacco, alcohol, or other drugs in your community.

Environment (10 points possible): For the environment section, the EBP is interested in determining the specific area in which the program will be implemented and how that relates to the need for the program. *If you are providing existing data, please describe the environment for each of the years (up to three years) of data submitted for evidence.*

Define the boundaries of your service area (3 points possible): Providing the boundaries inform the EBP Workgroup, to some extent, what expected change the proposed program will have. Will the program serve the entire state, region, county, city, or school? It is very important that the program aligns with the designated boundaries. For example, if conducting a school-based program, it is inappropriate to say that the boundaries are the entire city. Be very clear and concise.

Define the location in which the program is offered (2 points possible): Please clearly define where the program will be administered. For example, will this program be online, in the gymnasium of the school as an after-school program, at the community center on Saturdays, etc.? Again, relate the program to the location.

Explain how the location and service area boundaries coincide with the particular program (5 points possible): In this section, discuss how the location is related to the proposed program. How will this program be particularly effective in the specific environment that it is being implemented? Explain how both the service area boundaries and the location of the program coordinate to impact substance use.

Significance (25 points possible): For the Significance section, the EBP Workgroup is interested in determining how the proposed program is needed for the people it is intended to serve.

Please provide evidence of the need for this specific proposed program in your community (5 points possible): Discuss the reasons why the proposed program would be especially effective in your community. Why does no other program on Idaho's list of EBPs effectively fit to impact change within the community?

Specific target population (3 points possible): Describe the population that would be served from the proposed program in any relevant way that would relate to the program or strategy. Age, gender, race, ethnicity, are all interesting, but it is encouraged to incorporate unique information about the target population such as a record of disciplinary issues or other population characteristics. Think about cultural competence. Is the program intended for everyone, or for a certain indicated sub-population? What is the risk-profile or need of this particular population? Additionally, discuss how individuals are recruited to participate in the proposed program. *If you are providing existing data, please identify the target population(s) used.*

Number of people served by the proposed program (2 points possible): This is a question regarding the reach of the program. If the program is approved, how many people would it serve? This gives the EBP Workgroup an idea about the impact the potential program or strategy could have, in addition to the resources it would take to implement. *If you are providing existing data, please identify the number of people served each year as represented in the data.*

Example how the proposed program will serve the community in a way no other evidence-based program would (15 points possible): Please be very specific about how the proposed program is unique to any other program on the Idaho list of EBPs. Why should this new program be approved to better impact the target population? This is a place to summarize the information provided in the Significance section.

Staff (10 points possible): For the Staff section, the EBP is interested in knowing if the staff members are a fit for implementing and/or evaluating the proposed program. *If you are providing existing data, please describe the actual staff utilized in implementing the program data submitted.*

Who will staff the program for delivery and evaluation? (2 points possible): Describe the expertise of the person who would deliver and evaluate the program. If no one yet has been assigned to deliver or evaluate the program or strategy, provide a description of qualifications, experience, skills, etc. that the person would have. One person or many people could deliver and/or evaluate the program.

How are program staff members trained? (2 points possible): Describe the training that the staff have or will have to complete to qualify them to operate the program. Training could be program specific training, college classes, work experience, or any other relevant training.

Explain the extent to which staff members are appropriately suited to deliver and evaluate the program (6 points possible): This is a summary of the Staff section of the application. Please add any additional comments that are pertinent to how the staff members are able to appropriately and adequately operate the program.

Approach (55 points possible): For the Approach section, the EBP is interested in determining what the proposed program will accomplish and how those accomplishments will be measured. *If you are submitting existing data, please provide the data in the sections here under "Approach." This includes yearly goals, objectives, and data sources. The data are expected to demonstrate the effectiveness of the program in meeting the yearly goals and objectives. If you are providing less than three years of data, please describe how subsequent years' data will continue to support the evidence already provided.*

How will this program impact use of tobacco, alcohol, and other drugs? (5 points): In this section, describe how the program will impact the target population. Does the program directly or indirectly decrease rates of

substance use? What is the local condition that the program aims to affect? If there is any documented research that shows the effectiveness of the program, cite that information here. Although specific data is not necessary, providing as much information about the potential effectiveness of the program in your community is encouraged.

Goals (10 points): Be extremely clear; the EBP will review how progress has been made on these goals for consideration of funding for any additional years. Goals of the program should support change in the knowledge, skills, attitude, behavior, and status of the target population. Providing goals regarding outcomes is preferable over outputs.

First year: List the overarching goals one would like to achieve (*or have achieved if providing existing data*) in the first year of the program or strategy. Do not worry about changing the entire community in the first year. Remember to stick to something doable because the EBP Workgroup will review the progress made on the goals outlined here for consideration for the next year of provisional status.

Second year: List the overarching goals one would like to achieve (*or have achieved*) in the second year of the program or strategy. Remember to stick to something doable because the EBP will review the progress made on the goals for consideration for the next year of provisional status.

Third year: List the overarching goals one would like to achieve (*or achieved*) in the third year of the program or strategy. Remember to stick to something doable because the EBP will review the progress made on the goals for consideration for approval status.

Objectives (20 points): Be extremely clear; the EBP will review how progress has been made on these objections for consideration for the next year. Objectives should be SMART: specific, measurable, achievable, relevant, and timed. An example of a SMART objective would be: Increasing the perception of risk for using marijuana once a week among program participants by 3% by 2016.

First year: List of the objectives for the first year that will lead to the accomplishment of the first-year goals. As stated previously, this information will be reviewed to determine EBP status for the next year, so make sure the objectives are SMART. *If providing existing data, please list the accomplished objectives for the first year of data.*

Second year: List of the objectives for the second year that will lead to the accomplishment of the second-year goals. As stated previously, this information will be reviewed to determine EBP status for the next year, so make sure the objectives are SMART. *If providing existing data, please list the accomplished objectives for the second year of data.*

Third year: List of the objectives for the third year that will lead to the accomplishment of the third-year goals. As stated previously, this information will be reviewed to determine EBP status for the next year, so make sure the objectives are SMART. *If providing existing data, please list the accomplished objectives for the third year of data.*

Data sources for key outcomes (10 points): The data sources should reflect the data needed to determine whether goals and objectives were reached. Data sources should be reliable (dependable) and valid (accurate). Data sources may be qualitative (interviews, focus groups, town hall meets) or quantitative (rates, percentages, averages). Data may be primary (you collect the data yourself) or secondary (someone else collects the data). An example of a primary data source is administering a pre-post survey, and an example of secondary data is the DUI arrest rate in your community. *In this section, please provide data for each year that supports the goals and objectives identified above. You may use additional pages to provide the data requested, but do not include hyperlinks.*

First year: Provide the data sources you plan to use to measure the goals and objectives in the first year. This measure could include interviews, focus groups, surveys, assessments, or data that are already available such as disciplinary actions filed at school, drug arrest rates, or ER visits. There are many possibilities. Choose data measures that are relevant and that will adequately show if your program or strategy is making a difference in your target population. You may have multiple data sources.

Second year: Provide the data sources you plan to use to measure the goals and objectives in the second year. This measure could include interviews, focus groups, surveys, assessments, or data that are already available such as disciplinary actions filed at school, drug arrest rates, or ER visits. There are many possibilities. Choose data measures that are relevant and that will adequately show if your program or strategy is making a difference in your target population. You may have multiple data sources.

Third year: Provide the data sources you plan to use to measure the goals and objectives in the third year. This measure could include interviews, focus groups, surveys, assessments, or data that are already available such as disciplinary actions filed at school, drug arrest rates, or ER visits. There are many possibilities. Choose data measures that are relevant and that will adequately show if your program or strategy is making a difference in your target population. You may have multiple data sources.

Explain why you chose to measure these key outcomes with the data sources for this specific program (10 points possible): Here, it is important to demonstrate how the measurement tools relate to the outcomes of the proposed program. Make sure the measurement tools address all aspects of the goals and objectives. This section is a place for you to succinctly wrap up the Approach section.

Additional Supporting Information: This portion is not scored, but completion is necessary. The response the applicant provides in this section will help the EBP Workgroup to determine what the research is behind the program. Although scholarly peer-reviewed journal articles are preferred, other documentation of program effectiveness is acceptable.

The program has been documented as effective: Circle yes, if the program has been documented as effective through research articles or publications. Circling “No” will not disqualify one from EBP approval; this question is only there to determine whether the program has been previously studied, or if this is a new program that has not

been previously studied. Make sure that you have searched for evidence of effectiveness before answering this question.

Supporting documentation provided: *You may cite research that provides additional evidence to the data provided in the application.* Provide the sources for the documents that show the effectiveness of the program. Next to each citation listed, describe the objective proven by the document. Please attach the full text of the documentation to the application instead of hyperlinks.