



**Evidence-Based Practices,  
Programs, and Policies  
Proposal Review Form  
Instructional Guide**

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## **Introduction and Overview of the Evidence-Based Practices, Programs, and Policies (EBPPP) Proposal Review Form**

In collaboration with the Evidence-Based Practices, Programs, and Policies Active Workgroup (EBPPPAW) and the Bureau of Behavioral Health Wellness Prevention, Strategic Progress, LLC has designed a series of tools and reports to support wider and more standardized implementation of Evidence-Based Practices (EBPs) through Partnership for Success (PFS) and Substance Abuse Prevention and Treatment Block Grant (SABG) funded prevention coalition projects across Nevada. The increased emphasis on funding EBPs with PFS and SABG awarded funding is based on directives from the Substance Abuse and Mental Health Services Administration (SAMHSA). EBPs offer scientifically tested and validated programs, practices, and policies for implementation among specified or similarly oriented populations or target populations.

While there are numerous available EBPs, it is understood that unique community attributes as often found in Nevada based on the population dynamics, distribution, and diversity of the Silver State. However, such population considerations should not restrict the utilization of existing EBPs. Fundamentally, there is a funding-based need for Nevada to commit resources and energy to increasing utilization of highly rated EBPs as part of PFS and SABG funded programming and project-based activities. This instructional guide is designed to facilitate the completion of the redesigned EBPPP Proposal Review and Approval Form, which will be required for all proposed EBP or EBP-style projects included in PFS and SABG annual scope of work proposals for funding award. In addition to this instructional guide, an EBPPP Manual has also been developed to summarize the most recently proposed and implemented EBPs from the Nevada PFS and SABG grant awards.

Although historically only waiver-based or provisional-waiver projects were required to complete a review and approval form, going forward PFS and SABG proposed EBP or EBP-style projects and programming will be required to complete the EBPPP Proposal Review and Approval form and provide at least minimal documentation of the EBP being proposed from a

nationally recognized clearinghouse (refer to the EBPPP Manual for a comprehensive list of current and recent EBPs as well as literature resources associated with each listed EBP or proposed EBP). The goal of this approach is to connect proposals and scopes to actionable evaluation and compliance monitoring related to EBP implementation and administration to ensure PFS and SABG funding is impacting the identified target populations from a statewide perspective, a prevention coalition-based perspective, and a specific program-based perspective. The following sections of this instructional guide will provide overall guidance to completing the EBPPP Proposal Review and Approval Form as well as present specific Question-by-Question guidance and expectations for review and approval process.

## **Guidance to Completing the EBPPP Proposal Review Form:**

This EBPPP Proposal Review and Approval Form will be completed by prevention coalitions for all proposed projects considered to be EBPs or designed to align with EBP standards. This includes all projects regardless of EBP rating by a nationally recognized clearinghouse. To complete the EBPPP Proposal Review and Approval Form, prevention coalitions should refer to the EBPPP Manual and the provided project specific literature as initial resources for inclusion as supporting documentation. Many of the sections are self-explanatory and will have limited guidance, while other sections have more extensive instructions to support prevention coalitions in the formulation of responses to each of the required questions.

Following an initial section of overview and proposal summary information, the form incorporates a series of 12-questions of which 1-2 and 7-12 are required for all projects. The determination for completion of Questions 3-6 is based on responses to Questions 1-2, as noted on the EBPPP Proposal and Review Form. Fundamentally, any proposed project that has a response of “No” to either Question 1 or Question 2 will be required to complete Questions 3-6. Projects that meet the requirements of both Question 1 and Question 2 are not required to complete the Supplemental Questions (3-6). Each section of this form incorporates a review and response section for the EBPPPAW or

Independent Science Review (ISR) Team to complete as part of the official review of all proposed EBP for both PFS and SABG.

### ***EBPPP Proposal Coalition Overview***

The information collected in the EBPPP Proposal Coalition Overview is general identification and background information related to both the program and the prevention coalition. As previously stated, this form will be required to be completed for all proposed EBP or EBP-related projects as part of the scope of work process. As such, there is a possibility that prevention coalitions will complete multiple EBPPP Proposal Review and Approval Forms. It is important that the main point of contact identified is EBP proposal specific so we can reach out directly with questions related to the proposal and planned implementation, administration, and evaluation. For the funding source, please indicate whether the proposed project is PFS, SABG, or both. In the cases where funding from both grant funds is utilized, please provide the applicable budget for PFS and SABG separately. Remember, the required cost information is the proposed project cost, not the overall prevention coalition budget request.

### ***EBPPP Proposal Summary***

The EBPPP Proposal Summary section includes specific content areas and details for each content area as well as a simple “Yes” or “No” EBPPPAW review to determine if the requirements were met. The content areas included are: Program Name, Target Population, Risk and Protective Factors (Individual, Family, and Community perspectives), Problem Statement, Institute of Medicine (Codes and Categories based on scope of work), and EBP Program Description. The Target Population response should identify any specific target populations for the proposed EBP with notation to the source of data utilized to select the target population.<sup>1</sup> For the Risk and Protective Factors, the initial response should include which levels of factors are incorporated into the proposed EBP.

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<sup>1</sup> Please refer to the EPI Profiles, Disparity Impact Statement, EBPPP Manual and other documentation made available on <http://dphh.nv.gov/Programs/ClinicalSAPTA/dta/Partners/ToolsforProviders/>.

Subsequently, each incorporated level of factors should be summarized in detail as applicable for Individual, Family, and Community. If any of the three levels are not pertinent to the proposed EBP a note should be included to indicate N/A, not applicable, or something similar. The Problem Statement is specifically aligned with the proposed EBP and should provide some connection or alignment with the overall scope of work for the prevention coalition at the broader coalition level. The Institute of Medicine (IOM) section should include listed IOM codes and categories being addressed with proposed programming as aligned with scope of work details and information. Finally, the EBP Program Description field should include a short synopsis of the proposed EBP.

### ***EBPPP Proposal Review Information (Q1-Q2)***

Questions 1 and 2 are designed to assess proposals from the perspective of EBP ratings of either “highest rated” or “promising/emerging” rating status from one of the nationally recognized EBP clearinghouses. Information about current or recent EBP related programming from a rating and documentation perspective should be accessed in the EBPPP Manual as noted earlier in this instructional guide.

If the program is on a national registry or list as a "Model" or highly-rated substance abuse prevention strategy, coalitions need to answer "Yes" to Question 1, and provide a link to the documentation (there is a section at the end of the EBPPP Proposal Review and Approval Form for including journal articles and other reporting documentation – the cited article in Question 1 or 2 can be further explored as part of that section of the form or additional articles and/or reports can be added to support modifications made to the listed EBP), add explanations of any planned or proposed modifications (if any) to be made to the referenced model, list N/A in the response section to Question 2, and proceed to complete Questions 7-12. If additional space is required, please complete in a separate document, and attach as an addendum with addendum title noted in the provided space on the EBPPP Proposal Review and Approval Form. Specific instructions and guidance are provided below on a Question-by-Question basis.

- 1) If the answer to Question 1 is "No," but the program shows positive Alcohol, Tobacco, and Other Drug reduction outcomes as rated by one of the nationally recognized clearinghouses with documented outcomes in a peer-reviewed journal, coalitions please answer "Yes" to Question 2.
- 2) In the Question 2 response area, provide a link to the nationally recognized clearinghouse for rating information, add explanations of any planned proposed, provide a link to the journal article(s) that providing supporting documentation of the proposed program (any journal article or report listed here will be required to be further explored as part of the journal article and report sections at the end of this EBPPP Proposal Review and Approval Form), and proceed to answer Questions 7-12.

If a coalition answers "No" to both Questions 1 and 2, it must complete Questions 3-6 before continuing to address and answer Questions 7-12.

### ***EBPPPAW Reviewers (Q1-Q2 Responses)***

Each section of the EBPPP Proposal Review and Approval Form will include a EBPPPAW Reviewers section to assess whether the provided documentation and summary information meets the requirements for approval and address any potential impediments or limitations that would result in a Waiver, Provisional Waiver, or Not Approved outcome. This specific section refers to Questions 1 and 2 and explanations based on whether provided documentation were acceptable with regards to addressing the requirements for either of those questions.

### ***Supplemental Questions (Q3-Q6)***

Supplemental Questions 3-6 are only required for those projects where the answers to Questions 1 and 2 are both "No". This set of supplemental questions are designed to determine the eligibility of the proposed project for a waiver or provisional waiver approval status. In the process of completing these supplemental questions, a logic model

should be developed and presented in addition to providing narrative and literature or research-based support for utilizing the proposed EBP in lieu of an existing highest rated or promising/emerging best practice EBP. If additional space is required, please complete in a separate document, and attach as an addendum with addendum title noted in the provided space on the EBPPP Proposal Review and Approval Form. Specific instructions and guidance are provided below on a Question-by-Question basis.

- 3) The implementation of the program must be grounded in a strong conceptual model. A logic model including the strategy should be submitted to demonstrate the outcome.
- 4) The implementation must be similar to other evidence-based programs, policies or practices that are listed on a federal registry. This similarity should be documented and an explanation of why the EBP is not being used should be included (i.e., it was implemented and studied with Latino rural youth and this program will be implemented with urban youth who are primarily Caucasian).
- 5) If the strategy has been implemented in the past with a consistent pattern of credible and positive effects, provide local data with a narrative to support this claim. Use data that most closely represents the agent of change and target of change that will be affected (i.e., middle school youth ages 10-14).
- 6) If there is a similar evidence-based practice or strategy that is already approved in the EBP SAMHSA list, provide the rationale for not selecting it. Why would the alternative strategy be a better fit? If Questions 3-5 were not answered, provide a logic model including the strategy as part of Question 6.

### ***EBPPPAW Reviewers (Q3-Q6 Responses)***

Each section of the EBPPP Proposal Review and Approval Form will include a EBPPPAW Reviewers section to assess whether the provided documentation and summary information meets the requirements for approval and address any potential impediments



or limitations that would result in a Waiver, Provisional Waiver, or Not Approved outcome. This specific section refers to Questions 3-6 and explanations based on whether provided documentation were acceptable with regards to addressing the requirements for those questions as applicable from responses to Questions 1 and 2.

### ***Required Questions (Q7-Q12)***

All projects will be required to answer Questions 7-12 regardless of EBP rating from a nationally recognized clearinghouse. The goal of these questions is to ascertain how the proposed EBP will be implemented and administered based on the scientifically rated EBP. If there are tools available from the cited EBP, regardless of rating, to address any of the content requirements or questions asked as part of Questions 7-12, please make notation of those resources in the answer block provided and attach as addendum materials. Similarly, if the responses to Questions 7-12 require additional space, please make notation in the space provided and attach the applicable response information as an addendum. If additional space is required, please complete in a separate document, and attach as an addendum with addendum title noted in the provided space on the EBPPP Proposal Review and Approval Form. Explanations and guiding questions to respond to Questions 7-12 are provided below to guide responses, selection of documentation and resources, and generally address each content area sufficiently pursuant to each individual question.

- 7) Provide the resources necessary, including any costs or training, to implement this strategy.
- 8) Provide your estimate of the number of people/families/offices, etc. you anticipate this program will reach or serve this fiscal year. Be sure to include the unit of analysis.
- 9) Identify and provide how barriers such as implementation fidelity, costs, training, capacity, stakeholder buy-in, etc., will be addressed. Provide the staff

who will be responsible for implementation and their credentials for providing the program.

- 10) How will the strategy/concept be successfully implemented in the county? Include resources needed and any action taken to secure stakeholder buy-in.
- 11) How will the process and outcomes of the strategy get evaluated? How will they be tracked? Provide copies of tools, consents, and participant protection procedures if individual data is collected that will be used in the evaluation process.
- 12) Does this program have a history in this community? Is this strategy sustainable and how it would be sustained after the grant ends? Describe how it would be sustained and who would be responsible.

### ***EBPPAW Reviewers (Q7-12 Responses)***

Each section of the EBPPP Proposal Review and Approval Form will include a EBPPAW Reviewers section to assess whether the provided documentation and summary information meets the requirements for approval and address any potential impediments or limitations that would result in a Waiver, Provisional Waiver, or Not Approved outcome. This specific section refers to Questions 7-12 and explanations based on whether provided documentation were acceptable with regards to addressing the requirements therein.

### ***Article Review Information***

The Article Review Information section is reserved for Journal Articles published in a recognized peer-reviewed journal. It is expected that at least one journal article will be provided for every proposed EBP, even those with highest ratings to ensure implementation and administration with PFS and/or SABG funding is consistent with literature-based resources and citations. The article information provided will include 1) the name of the peer-reviewed article, 2) link to the article, 3) date of publication, and 4) the publishing journal. If there are more than one journal articles submitted, please complete one Article Review Information page for each submitted journal article.

### ***EBPPPAW Reviewers (Journal Article Response)***

Each section of the EBPPP Proposal Review and Approval Form will include a EBPPPAW Reviewers section to assess whether the provided documentation and summary information meets the requirements for approval and address any potential impediments or limitations that would result in a Waiver, Provisional Waiver, or Not Approved outcome. This specific section refers to attached Journal Article(s) and explanation of determination of whether the cited journal article(s) was acceptable pursuant to EBPPP waiver or Provisional waiver approval. This will also address the applicability of any modification to the cited EBP as proposed.

### ***Report Review Information***

The Report Review Information section is reserved for professional publications that are not peer-reviewed to include agency-based annual or evaluation reports, Congressional Budget Office reports, public and behavioral health reports from organizations such as Kaiser Family Foundation or Robert Wood Johnson Foundation, or other similar such reports. While not required for any of the proposals, these professional reports can be useful tools or resources related to modifications made to existing EBPs to serve target or hard to reach populations, modify a delivery model as has been required with the COVID-19 pandemic, or other adaptations in implementation or administration. Any submitted professional report will include 1) the name of the report, 2) link to the report, 3) date of publication, and 4) a link to additional supporting documentation or program website (to include publishing organization or agency website). If there is more than one professional report submitted, please complete one Report Review Information page for each submitted professional report.

### ***EBPPPAW Reviewers (Report Response)***

Each section of the EBPPP Proposal Review and Approval Form will include a EBPPPAW Reviewers section to assess whether the provided documentation and summary

information meets the requirements for approval and address any potential impediments or limitations that would result in a Waiver, Provisional Waiver, or Not Approved outcome. This specific section refers to attached published report(s) and explanation of determination of whether the cited published report published report(s) was acceptable pursuant to EBPPP waiver or Provisional waiver approval. This will also address the applicability of any modification to the cited EBP as proposed.

### ***EBPPP Proposal Form: Approval Decision***

The EBPPP Proposal Form: Approval Decision section is reserved for the EBPPPAW and the identified members of the Science Group (NAME). The Reviewers as noted in this section of the EBPPP Proposal Review and Approval Form refers to those Science Group (NAME) members who will have approximately 30-days from receipt of the completed form and related documentation to respond to the EBPPPAW with a recommendation for approval decision to include Approved, Waiver Approved, Provisional Waiver Approval (with additional documentation requirements), or Not Approved. Any decision resulting in Provisional Waiver Approval or Not Approved status will be provided justification and explanation in the Additional Comments Related to EBPPP Proposal Form subsection of this form. Refer to section BLAH of the EBPPPAW Mission and Guidelines document for more information about the Science Group (NAME) and the members who will be tasked with reviewing each submission.

### ***Additional Comments Related to EBPPP Proposal Form:***

This section of the form is reserved for clarification comments from the EBPPPAW or ISR Team to include any special directions, required documentation, data to review or collect, and other relevant explanations to support implementation and administration of EBPs as either Approved, Waiver, or Provisionally Waived.

## **Utilizing the EBPPP Approval Form**

The EBPPP Proposal Review and Approval Form is designed to support the PFS

Strategic Prevention Framework implementation efforts in Nevada as well as achieve stated goals from SAMHSA related to the implementation and administration of EBPPPs with funding awards. The requirement for prevention coalitions to complete this form for all proposed projects is to assist with the gathering of documentation as well as the review, evaluation, and reporting of outcomes from funding awards. As noted previously, all projects that are not implemented and administered as rated by one of the nationally recognized clearinghouses (SAMHSA; California Evidence-Based Clearinghouse for Child Welfare (CEBC); PEW Charitable Trusts Results First Initiative and Clearinghouse, Collaborative for Academic, Social, and Emotional Learning (CASEL); National Institute on Drug Abuse (NIDA); Office of Juvenile Justice and Delinquency Prevention (OJJDP); CrimeSolutions; youth.gov; and Prevention Technology Transfer Center (PTTC)) with a highest rating will be required to submit at least one journal article or report to support any modification or adaptation made to the rated EBP. The lower the rating as cited in the EBPPP Manual, the more documentation that will be required. Additionally, more documentation will also be required based on the level of modification or adaptation to the implemented EBP in Nevada as compared to the nationally rated EBP.

The EBPPPAW will utilize this form and the knowledge of the ISR Team to review proposed EBPs and make decisions about the approval determination. The outcomes of this process will be utilized during annual evaluation as well as annual monitoring processes to ensure projects are being implemented as proposed and help to measure the impact of the implemented EBP. Completed on an annual basis, this form can be informed by previous submissions, but should not be copied and pasted from year to year with notation of updated content annually to ensure alignment with resources and data such as EPI Profiles, Disparity Impact Statement, Evaluation Plan, Annual Evaluation Report, Annual SPARS Reporting (for PFS) or WebBGAS (SABG) reporting, and other similar data or reports made available as part of the larger systems change innovation at the system level. While the proposal review and approval form and associated instructions are designed for the review and approval of the EBPPPAW and ultimately the review,

evaluation, and reporting by the BBHWP, it also serves as a useful tool for the prevention coalitions.

This form will help prevention coalitions assess needs in order to inform proposals, guide implementation and administration, support evaluation and compliance, and generally improve the capacity of the prevention coalitions to provide prevention programming across Nevada to your ages 9-20.

## **Questions and Points of Contact**

As presented earlier in this guidance document, the EBPPP Proposal Review form will be completed for all proposed projects as part of the Scope of Work for both PFS and SABG grant funding awards. If there are questions about what should be included, required documentation, EBPPPAW review and approval process, or any other related topic area, please contact the grant-specific Program Analyst.

- Partnership for Success (PFS) at (775) 684- 2217
- Substance Abuse Block Grant (SABG) at (775) 684- 2227

Any other additional question, please contact the Prevention Administrative Assistance at (775) 684- 4081.