

Utah Evidence-Based Workgroup Bylaws

Article 1. Name

Section 1. The name of this organization shall be the Utah Evidence-Based Workgroup. This name may be abbreviated to EBW.

Article 2. Mission Statement

Section 1. The Evidence-Based Workgroup (EBW) strives to decrease the harmful effects of substance use by ensuring the evidentiary basis of state-funded prevention programs, policies and practices. We do this by reviewing evidence-informed practices and strategies according to the guidelines outlined by the state of Utah code Title 32B Chapter 2 Part 4. These programs will then be listed on the state Registry of Evidence Based Programs.

Article 3. EBW Structure

Section 1. DSAMH shall create an EBW comprised of informed prevention experts to review programs. These experts include, but are not limited to:

- a. Two well qualified researchers experienced in evaluating prevention interventions similar to those under review
- b. One urban prevention practitioner
- c. One rural/frontier prevention practitioner
- d. One representative from the Utah Substance Abuse Advisory Council (USAAV)
- e. Other members as needed

Article 4. Approval Process

Section 1. Submission Process is as follows:

- a. All applicants will review pre-submission checklist
- b. Select option A, B, or C for submission
- c. Submit all required documentation for the selected option to EBW coordinator

Section 2. The Review Process is as follows:

The EBW shall review all qualified submissions and make recommendations to the DSAMH Division Director regarding whether the submission should be listed on the Statewide Registry of Evidence-based Programs.

- a. The coordinator shall be the sole point of contact between the EBW and any applicants. The coordinator will ensure all documents have been received and reviewed prior to submission to EBW committee. All documents must be emailed to the EBW coordinator by 5:00 pm on the date specified in the EBW timeline. Any additional requests made by the EBW will be communicated to the applicant by the coordinator.

- b. A timeline of all due dates is included in appendix A and will be provided to all applicants.
- c. All documents relevant to the work of the EBW will be stored in a Dropbox file that will be accessible to all members of the workgroup. It will be the coordinator's responsibility to maintain these files.
- d. All applicants will be notified regarding results of EBW findings by the coordinator.

Section 3. Final Approval is as follows:

- a. Initial findings will be communicated to the applicant in writing via two documents
 - i. Applicant Findings Report
 - ii. PART Tool
- b. Notification of program status will be given no later than 5:00 pm of the final business day of the month following the submission
- c. Any necessary revisions will be resubmitted by the applicant to the coordinator within 60 days
- d. **Communication of scores with DSAMH director**
- e. All submissions receiving a tier score of 3 or 4 will be placed on the DSAMH Evidenced-Based Prevention Registry upon approval of the DSAMH Director within 30 days
 - i. A qualifying score must be approved by a quorum of five of the listen members in Article three.

Section 4. Lines of communication are as follows:

- a. All applicants communicate directly with the EBW coordinator (DSAMH representative)
- b. EBW coordinator will communicate directly with chair
- c. The chair will communicate directly with the EBW.
- d. All findings will be communicated by the coordinator to the applicant. (See appendix B)

Article 5. Positions

- a. The chair will oversee the daily operations of the EBW. He/She will communicate reminders of due dates, workgroup procedures, etc.
 - i. Term Limits- Chair serves two year term. Chair elect serves one year with chair and two years as chair.
- b. Support Staff
 - i. DSAMH will provide a support staff to record and distribute minutes, print materials, etc for the EBW.

Article 6. Annual Review Event

Section 1. DSAMH/ EBW will hold an annual event to celebrate and report on all the successes and challenges of the EBW as well as to thank the EBW for their efforts.

Article 7. Compensation

Section 1. Appropriate compensation for non-state employees and/or LSAA funded EBW members shall be provided. (details to come, it was discussed that mileage should be a minimum)

Article 8. Amendments

Section 1. Amendments to the bylaws or documents shall be voted upon by the EBW, and a consensus must be reached. Proposed amendments will be reviewed by DSAMH to ensure they meet the needs of listed rule.

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Title 32B Chapter 2 Part 4 Alcohol Beverage and Substance Abuse Enforcement and Treatment Restricted Account Act

PURPOSE AND STATUTORY AUTHORITY

- (1) Purpose. These rules define evidence-based prevention and evidence-informed prevention and prescribe standards for listing a prevention program or intervention on a statewide registry of evidence-based prevention programs as required by Title 32B, Chapter 2, Part 4.
- (2) Statutory Authority. These standards are promulgated by the Utah Department of Human Services through the Division of Substance Abuse and Mental Health (hereinafter referred to as "Division") as authorized by Title 32B, Chapter 2, Part 4, Alcoholic Beverage and Substance Abuse Enforcement and Treatment Restricted Account Act.
- (3) Intent. The objective of this rule is to decrease the harmful effects of substance use through implementation of evidence-based and evidence-informed prevention.

DEFINITION AS USED IN THESE RULES

- (1) Evidence-based prevention includes programs, activities and strategies (hereinafter referred to as "interventions") that:
 - a. are included in private or federal registries that identify evidence-based interventions proven to result in sustained positive benefits to individuals or communities.
 - b. have been reported in peer-reviewed journals (with positive effects of achieving the primary targeted outcome); or
 - c. have documented effectiveness supported by other sources of information and the consensus judgment of informed experts, and meet the following criteria:
 - The intervention is based on a theory of change that is documented in a clear logic or conceptual model; and
 - The intervention is similar in content and structure to interventions that appear in registries and/or the peer-reviewed literature; and
 - The intervention is supported by documentation that it has been effectively implemented in the past, and multiple times, in a manner attentive to scientific standards of evidence and with results that show a consistent pattern of credible and positive effects; and
 - The intervention is reviewed and deemed appropriate by the Division.

- (2) Evidence-informed prevention includes interventions:
 - a. with documented effectiveness supported by other sources of information and the consensus judgment of informed experts; and;
have been reviewed and deemed appropriate by the Division.

REQUIREMENTS FOR LISTING ON STATEWIDE REGISTRY OF EVIDENCE-BASED PROGRAMS

- (1) DSAMH shall develop and publish a statewide registry of evidence-based prevention interventions. This registry should be made available to the public in print and electronic formats.
- (2) DSAMH shall develop and make available registry application forms that include guidance on the documentation needed for review by DSAMH to the public in print and electronic formats.
- (3) Only programs/interventions determined to be evidence-based in accordance with the definition in this rule shall be listed on the registry upon completion of an application and required forms.
- (4) The registry shall at a minimum include contact information for key staff, a short program description, identification of the target population, and identify the long term goals and outcomes.
- (5) Programs/interventions shall annually submit an updated logic model and application for listing on the registry.

DSAMH REVIEW PROCESS

- c. DSAMH shall create an evidence- based prevention workgroup comprised of informed prevention experts to review programs that includes:
 - (a) at least two well qualified prevention researchers who are experienced in evaluating prevention interventions similar to those under review,
 - (b) at least one urban prevention practitioner,
 - (c) one rural prevention practitioner,
 - (d) one representative from the Utah Substance Abuse Advisory Council,
 - (e) Other members as needed.
- d. The Evidence-based Prevention Workgroup shall review all submissions to DSAMH and make recommendations to the DSAMH Division Director regarding whether the submission should be listed on the Statewide Registry of Evidence-based Programs.
- e. Programs for which the Evidence-based Workgroup determines do not meet the criteria for inclusion on the Statewide Registry of Evidence-Base Programs shall receive a written explanation of the decision and recommendations for the intervention that would improve the likelihood of meeting the requirements for listing on the registry.

Appendices

A. Timeline and narrative

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Appendix A

Timeline and Narrative

Program A submits their paperwork at 10am on the first Wednesday of November. The Division screens the submission and finds it needs to add outcome measures to the logic model.

Program A is notified of this on Friday of the following week (9 days after initial submission).

The correction is due for final approval from DSAMH on the fourth Tuesday, 11 days later.

The Division sends all documentation to the EBW on the first Wednesday of December, 28 days after initial submission.

A meeting agenda for the monthly EBW meeting is also sent to the workgroup on the 4th Wed.

The program is reviewed at the EBW meeting on the 3rd Thursday, 35 days after initial submission.

Program A receives its findings in writing no later than the final business day of the month at 5pm.