

Evidence-Based Workgroup Pre-Submission Checklist

Please choose one of the following options for your submission:

Option A

Interventions that have been evaluated locally using rigorous evaluations over several implementations and that showed consistent positive results.

Documentation for this category of programs must include:

- Narrative description of the program, including:
 - Underlying theory
 - Needs assessment to justify prevention goals
 - Outcomes of the program
 - Curriculum used to run program if applicable
 - Logic Model – Refer to Logic model guidelines and sample logic model
 - Evaluation reports
- Targeted population – Universal, Selective and Indicated and any other specifications
- Sampled population
- Sampling method
- Timeline of evaluations and interventions (when interventions and evaluations are implemented)
- Raw copy of evaluation tools/instruments (including intake forms, surveys, data sources, etc.)
- Method(s) of analysis – all available data
- Outcome data including descriptive statistics (means or percentages) and tests of significance for quantitative data and/or qualitative data if available

Option B

Interventions based on, or very similar to, interventions already considered evidence-based.

Documentation for this category of programs must include:

- Narrative description of the program, including:
 - Key similarities and differences between it and the original evidence-based intervention (See program guidelines, yet to be written)
 - Curriculum used to run program if applicable (Please submit adapted curriculum and original curriculum)
 - Logic Model– Refer to Logic model guidelines and sample logic model
 - Description of how well outcomes of the original evidence-based intervention match the expected outcomes in your community
 - Explanation of why your program was chosen, rather than the original evidence-based intervention.
 - All evaluation data showing evidence of effectiveness of your program
- Identify program and source of evidence-based guidelines and practices, including website or evidence-based registry and its documented outcomes. Please include in submission.
- It is not the responsibility of the EBWG to determine appropriate documentation of rights to copy program. If applicable, please obtain and provide documentation of permission or documentation of responsibility being absolved from EBWG.

Option C

Programs developed specifically for specialized population (special needs, Indigenous populations, etc.) which have some level of documented evidence.

Documentation for this category of programs must include:

- Narrative description of the program, including:
 - Underlying theory
 - How it is rooted in, or addresses, the specific cultural traditions or needs of the target population.
 - Curriculum used to run program if applicable
 - Logic Model - Refer to Logic model guidelines and sample logic model
 - Documentation of available evidence regarding effectiveness, through either formal or informal evaluation efforts.
 - Documentation of evaluation plan (including sample method, evaluation tools [quantitative, qualitative] according to culturally appropriate guidelines, ie three grandmothers)

SUBMISSION TIMELINE

- The Evidence-based Workgroup (EBW) will meet the third Thursday of every month.
- Submission packets will be accepted for review by 5:00 PM on the first Wednesday of every month.
 - **Please clearly mark the sections outlined above to make the review process more efficient.**
 - **All work must be submitted by email in pdf format.**
- If corrections are needed, the applicant will be notified by Friday of the following week.
- The updated submission packet will then be due on the fourth Tuesday of the month.
- The EBW will review applications the month after they are submitted, in the order that they are received.
- Every effort will be made to review applications at the EBW meeting following final submission; however review will depend on application load.

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12-27-18 DRAFT

NOTE: The Evidence-Based Workgroup reserves the right to revise this document as needed.