

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.

- Completed application
- Submission narrative
- Attachment 1: Curriculum used
- Attachment 2: Logic model -- Refer to logic model guidelines and sample logic model
- Attachment 3: Evaluation reports
- Attachment 4: Raw copy of evaluation tools/instruments (including intake forms, surveys, data sources, etc.)
- Attachment 5: Outcome data

Option A Submission narrative to include the following sections:

1. Explanation of the program including:
 - a. Structure of the program
 - i. Target population
 1. Universal, Selective or Indicated
 2. Demographics (age, grade level, parents, race, gender etc.)
 - ii. Setting, number of sessions, duration of the program, and how many participants
 - b. History of implementation
 - c. Underlying theory
 - i. Risk and protective factors addressed
 - d. Needs assessment to justify prevention goals
2. State the outcomes of the program
 - a. What population was sampled and what was the selection criteria
 - b. What method of sampling was used
 - c. Timeline of evaluations and interventions
 - d. What were the method(s) of analysis
 - e. Outcome data including descriptive statistics 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.

- Completed application
- Submission narrative
- Attachment 1: Curriculum used
 - Adapted curriculum
 - Original curriculum
- Attachment 2: Logic model -- Refer to logic model guidelines and sample logic model
- Attachment 3: Evaluation data
- Attachment 4: It is not the responsibility of the EBW to determine appropriate documentation or rights to copy the program. If applicable, please obtain and provide documentation of permission or documentation of responsibility being absolved from EBW

Option B Submission narrative to include the following sections:

1. Explanation of the program

- a. Structure of the program
 - i. Target population
 1. Universal, Selective or Indicated
 2. Demographics (age, grade level, parents, race, gender etc.)
 - ii. Setting, number of sessions, duration of the program, and how many participants
 - b. Target population
 - c. Similarities and differences between it and the original evidence-based intervention
2. Explanation of why your program was chosen, rather than the original evidence-based intervention
 3. Evaluation results
 - a. Description of how well outcomes of the original evidence-based intervention match the expected outcomes in your community
 - b. Identify program and source of evidence-based guidelines and practices, including website or evidence-based registry and its documented outcomes

Option C

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

- Completed application
- Submission narrative
- Attachment 1: Curriculum used to run program if applicable
- Attachment 2: Logic model -- Refer to logic model guidelines and sample logic model
- Attachment 3: Documentation of available evidence regarding effectiveness, through either formal or informal evaluation efforts
- Attachment 3: Documentation of evaluation plan

Option C Submission narrative to include the following sections:

1. Explanation of the program
 - a. Structure of the program
 - i. Target population
 1. Universal, Selective or Indicated
 2. Demographics (age, grade level, parents, race, gender etc.)
 - ii. Setting, number of sessions, duration of the program, and how many participants
 - b. Underlying theory
 - i. Risk and protective factors
 - c. How it is rooted in, or addresses, the specific cultural traditions or needs of the target population
2. Explanation of effectiveness
 - a. Formal or informal evaluation efforts
 - b. Sample method
 - c. Evaluation tools

Submission Timeline

- The 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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