

# Evidence-based Practice Implementation Planning Document for CBHCs

Instructions: Use this planning document to guide your implementation of evidence-based practices (EBPs) in the CBHC. You will need to download the PDF of this survey to keep for your review (available on the BHCclearinghouse.org website). The first task is to establish an agency EBP Implementation team. The team should work through the major section headings on this list, and items within each section. For each item we will ask you to check off whether the item is in progress, whether you are requesting technical assistance from iSPARC for that item, or whether the item is completed. Once you have reviewed the times with your team, please complete and submit the online survey. You can add notes for each section and download the survey when you are done. We will resend this survey to you in six months, and you will be able to see your prior entries and revise them.

Subsequent activities for the team will be to develop a timeline, including tasks and assignments, over one year for the implementation of checked items. For more information or assistance please contact: MaryAnn Preskul-Ricca at MaryAnn.PreskulRicca@umassmed.edu.

- 1) Date \_\_\_\_\_
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- 2)  Establish Agency EBP Implementation team (3-6 members). (Potential members: agency leaders, organizers & champions from different levels of the organization for EBP implementation).  TA need  
 In progress without TA  
 This item is completed
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- 3) Notes \_\_\_\_\_

## Overall plans for:

- 4)  Communication plans to enhance buy-in  TA need  
 In progress without TA  
 This item is completed
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- 5)  Agency policy and procedure for EBP Implementation (when/how to use)  TA need  
 In progress without TA  
 This item is completed
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- 6)  Developing practice guidance for treatment sessions  TA need  
 In progress without TA  
 This item is completed
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- 7)  Fidelity assessment procedures (how closely does the delivery match to the intended intervention)  TA need  
 In progress without TA  
 This item is completed
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- 8)  Data needs to track EBP utilization  TA need  
 In progress without TA  
 This item is completed
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- 9)  Ongoing assessment of barriers and facilitators of EBP utilization  TA need  
 In progress without TA  
 This item is completed
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- 10) Notes \_\_\_\_\_

**Hiring appropriate staff.**

- 11)  Interview strategies that assure staff buy-in to EBP use
- TA need  
 In progress without TA  
 This item is completed
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- 12)  Use of standard or core competencies in EBP knowledge and practice
- TA need  
 In progress without TA  
 This item is completed
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- 13) Notes
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**Staff training and booster training approach**

- 14)  Method to assess which EBPs trainings are needed and the frequency of needs assessment
- TA need  
 In progress without TA  
 This item is completed
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- 15)  Selection of training sources (internal "master trainers" or external expertise) for select EBPs
- TA need  
 In progress without TA  
 This item is completed
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- 16)  Training methods (e.g., online, in-person, use of case vignettes, individual, group, requirements, quizzing, badges, certification) and training schedule
- TA need  
 In progress without TA  
 This item is completed
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- 17)  Did a majority of CBHC clinical staff participate in one or more of the trainings offered by the Clearinghouse?
- TA need  
 In progress without TA  
 This item is completed
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- 18) Notes
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**Supervision and coaching procedures:**

- 19)  Identify potential coaches (e.g., panel of experts, lead or designated clinicians, external partners) and procedure for selecting and developing staff to serve as coaches
- TA need  
 In progress without TA  
 This item is completed
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- 20)  Methods for assessing supervision/coaching needs (e.g., observation, case notes, recordings, fidelity assessments/structured QA checklist, case reviews, structured assessments).
- TA need  
 In progress without TA  
 This item is completed
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- 21)  Establish supervision/coaching methods and frequency (individual, group, learning community (CoP), on-going support sessions, peer learning, during team meetings)
- TA need  
 In progress without TA  
 This item is completed

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- 22)  Develop "triggers" for increased supervision and coaching on EBPs

- TA need  
 In progress without TA  
 This item is completed

Formal incident reviews - (ER hospitalization, overdose, suicide attempt, became homeless, violence, victimized, detox)  
Lack of goal attainment  
Low fidelity assessments

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- 23) Notes
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### Data Tracking and Assessing Fidelity

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- 24)  Accountability chain for fidelity and client outcomes

- TA need  
 In progress without TA  
 This item is completed

- 25)  Develop data tracking and continuous quality improvement/feedback loop

- TA need  
 In progress without TA  
 This item is completed

- 26)  Use of formal fidelity procedures or adaptations for specific EBPs (Record review, Client outcomes or goal attainment, consumer surveys)

- TA need  
 In progress without TA  
 This item is completed
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- 27) Notes
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