

Addiction and Mental Health Division
Procedures for Evidence Based Practice (EBP) Review
Internal Practice Review – October 2008

Practices to be considered for listing on the AMH Evidence-Based Practice list will be reviewed in the following manner:

1. An EBP staff person will pre-review the application for completeness and necessary research.
2. If the application **does not** have the necessary research included, an EBP staff person will provide technical assistance or consultation.
3. If the application has the necessary research, the practice will be posted on the AMH Web site as being under review, and will continue through the following process.
4. An internal staff person will review. If this staff person approves the practice, the application will be sent to an external consultant for review. If external consultant approves the practice, practice will be included on AMH EBP list.
5. If the internal staff person **does not** approve the practice, it will be assigned to a second internal staff for review.
6. If second internal staff **does not** approve the practice, then practice is non-approved.
7. If first internal person **does not** approve the practice and second internal staff person approves the practice, then the practice will be sent to an external consultant.
8. Committee or EBP staff will determine if practice is approved or non-approved from internal and external reviewer results.
9. Upon approval, the EBP will be added to list of practices reviewed and posted to the AMH Web site.
10. Any appeals will be directed to the AMH Assistant Director.