

Iowa HHS Evidence-Based Program/Policy Selection Checklist

Name:

Date the checklist was completed:

**Complete a new checklist for each EBP selected*

Key Steps	Description of Key Steps
Identify Stakeholders	<p>Identifying and engaging the right stakeholders helps assure that you will have the capacity needed to choose the service with the best fit and then have the resources for implementation.</p> <p>Begin with a group of knowledgeable stakeholders including community members of diverse or disparate populations and those who are impacted by the identified intervening variables and underlying conditions, including both those in the population of focus and agents of change.</p> <p>As you move through the EBP selection process, you will need to engage additional stakeholders. For example, if the coalition is considering implementing a change in Social Host, you will need to engage the City or County Attorney. If considering choosing a curriculum to be implemented in the local schools, you will need to engage school district staff who can give permission for programming to happen in the schools and help with scheduling and survey administration.</p> <p>The Prevention Collaboration in Action toolkit is a great resource for identifying and engaging stakeholders.</p>
Provide Training	<p>Once stakeholders are engaged, provide training on the process. Having context and understanding for the EBP selection process builds capacity for engagement as well as sustainability. Those involved should have a basic understanding of the SPF and the EBP selection process including how to test for best fit and consider implementation fidelity. The Agency will have resources available for training local stakeholders that can be utilized.</p>
Review Planning Documents	<p>Everyone engaged in prevention service selection and providing support for implementation should understand the Strategic Plan with a focus on the Logic Model and how the coalition arrived at the intervening variables and underlying conditions.</p>
Identify Potential Strategies	<p>Once stakeholders understand the intervening variables and underlying conditions for each priority area, they can begin to go through the EBP Guide to select potential strategies.</p> <p>Appendix A contains a summary chart of EBPs approved for each priority area and intervening variable. Each funding opportunity will differ in the types of allowable</p>

practices, programs and policies that may be permissible for use per grant expectations.

Each Agency funded prevention professional must refer to their awarded prevention funding opportunity Request for Proposal (RFP), specific contract requirements or guidance documents for more details.

Go Through Best Fit Steps for Each Service	After potential strategies have been identified, the coalition or committee should walk through the “best fit” steps for each service.
Review Fidelity Guidelines	<p>As you are reviewing each service for fit, it is also important to consider what will be needed to implement each service with fidelity. This can inform if you will have the capacity and resources needed to implement this service in a way that will be most likely to lead to expected outcomes.</p> <p>If you do not currently have the capacity or resources, you will need to determine if it is reasonable to expect that you can take the time to secure or build them and still have enough time to implement the strategy successfully or if you will need to choose another service.</p>
Apply for Permission to Make Adaptations (if Applicable)	<p>After working through the EBP Guide and the “best fit” process, it may be determined the coalition would adapt a service to make it a better cultural or practical fit.</p> <p>The Agency has outlined a process for requesting permission to make planned adaptations to an EBP.</p>
Commit to Strategies	Once you have been through all the steps and determined if you will be able to make any adaptations, if applicable, you can make a final selection of which strategies you will implement.
Engage Additional Partners as Needed	As you move through this process, you may realize that there are stakeholders or partners that need to be engaged for successful planning and implementation. Remember that the SPF is a circle because while you move initially through each step in progression, you often need to go back and gather more assessment data or build additional capacity for strategies to be successful.
Outline Fidelity Process	Once strategies have been decided upon, work to determine how you ensure that it is implemented with fidelity using the fidelity checklists provided in this guide, in addition to any fidelity guidance provided by the strategy developer or research.