

REVIEW FORM FOR BEST PRACTICES APPLICATIONS – PART C

APPLICATION NAME: _____

COMPONENT ADDRESSED: _____

REVIEWER NAME: _____ DATE: _____

PART I – EVALUATION CRITERIA

A. DESCRIPTION: This section should clearly identify and describe the best practice component of the service program.

- Do you clearly understand the best practice component described?
- Do you clearly understand the program model and demographics?
- Does the application provide information (data) on circumstances that prompted the utilization of the best practice?
- Is there sufficient detail to understand how the practice is applied to all services/settings in the agency?

Strengths

Weaknesses

Maximum points: 25

Points Awarded:

B. UNIQUE QUALITIES: This section should clearly describe the unique qualities of the application that demonstrate utilization of a best practice that is evidenced based.

- Are the practices listed for this project evidence-based?
- How are the qualities listed unique?
- Are examples of the practice provided?
- Does the application address an identified need?
- Does the application provide data on the impact of the practice?

Strengths

Weaknesses

Maximum points: 25

Points Awarded:

C. PLANNING: This section should delineate the process of planning from inception to service delivery.

- How was the need for change identified? Was a needs assessment conducted?
- How does the need relate to existing program goals? Child/family outcomes?
- What goals/outcomes were developed to meet the identified need(s)?
- How was progress toward meeting goals/outcomes measured?
- Were all parties involved in preplanning (staff, families, collaborative partners)?
- Are there plans to implement?

Strengths

Weaknesses

Maximum points: 20

Points Awarded:

D. PERSONNEL TRAINING PLAN: This section should describe how staff development needs are identified and how training occurs and is evaluated.

- How were training needs identified?
- Have all parties (families, staff, partner programs) involved in the services participated in training?
- How will you know that training has met identified needs?
- How will you train new staff or maintain skills of current staff?

Strengths

Weaknesses

Maximum points: 15

Points Awarded:

E. ADMINISTRATIVE SUPPORT: This section should describe the initial and continued involvement of administrative staff.

- Was administrative support enlisted and has this support continued?
- Are specific administrative support activities described?
- What specific supports/plans are in place to maintain this practice in the future?

Strengths

Weaknesses

Maximum points: 10

Points Awarded:

F. SUPPORT LETTERS: The support letters should provide verification of the exemplary nature of the program.

- Is there a minimum of two support letters from families, collaborating programs or participating agencies?
- Are there additional support letters, e.g. administrators?

Strengths

Weaknesses

Maximum points: 5

Points Awarded:

