

Chapter:	Institutional Effectiveness		
Title:	Adoption and Use of Best /Evidence-Based Practices		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennial Author: Prog. Eval.	Adopted Date: 07.2023 Review Date: 07.2023	Related Policies: Service Philosophy Institutional Effectiveness Legal and Regulatory Compliance

Purpose:

Through this policy Hopeful Horizons (HH) demonstrates its commitment to excellence through its commitment to and adoption and implementation of best practices in program administration and evidence-based practices in service and treatment delivery.

Scope:

This policy applies to

- All HH Staff Selected HH Staff, as specified:
 HH Board Members HH Volunteers
 Other: Administrative and Service/Treatment Contractors

Policy:

As appropriate and where required, HH supports the adoption and use of evidence-based practices, best practices, and promising practices that are relevant to the individuals served and further the organization's commitment to excellence in administration and leadership.

Where defined practices have been adopted HH, employees, volunteers and contractors shall perform their duties and provide service/treatment according to and consistent with the defined practices.

A. **Assessment:** HH shall consider the following when contemplating adoption of a best/evidence-based practice:

- The practice fits the communities and population served by HH.
- The practice is consistent with and appropriate to HHs' mission, vision, values and goals.
- The practice fits with the structure and philosophy of the program/department that will use it.
- HH has the capacity and availability of resources to effectively implement the practice.
- Financial considerations include total cost to implement, availability of funding to support implementation and the ongoing use of the practice is cost-effective.

B. **Adoption:**

- HHs' leadership supports implementation of the practice.
- Relevant internal and external stakeholders support implementation of the practice.
- The organization has clearly assessed and defined the need the practice will meet; and has assessed the benefits and risks of implementing the practice.
- There is a clear understanding of the implementation requirements including timing.
- Financial and technical assistance resources are identified to support implementation.

- C. **Implementation:** HH shall establish a planned approach to implementing new best/evidence-based practices including:
- Establish a well-defined project management plan that includes assigned responsibility, required implementation tasks and due dates.
 - Provide required training.
 - Define and implement technology or other system changes required to support implementation of the practice.
 - Update policies, procedures, and workflow necessary to assure fidelity to the practice.
 - Define and implement appropriate monitoring necessary to ensure fidelity to the practice.
- D. **Sustainment:** HH shall implement ongoing monitoring of fidelity for all evidence-based practices to ensure the practice is being delivered as designed and with integrity.

Communication and Training:

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board's policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Where specifically adopted best practices or evidence-based practices are in place, assigned staff shall receive additional training on the practice including standards of the practice and monitoring requirements necessary to demonstrate fidelity.

Definitions:

1. **Best Practice:** A program or approach formally evaluated to be effective and able to be replicated and implemented with appropriate modifications in other settings.
2. **Evidence Based Practices (EBP):** service/treatment practices that have been researched academically or scientifically, been proven effective, and replicated by more than one investigation or study.
3. **Program Fidelity:** The strict adherence to program design. The expectation is that by mirroring the design and implementation of successful programs, success can be replicated.
4. **Promising Practices:** A program or approach not yet formally evaluated, but identified by experts as a program with results suggesting efficacy and worthy of further study in broader pilot implementation efforts.

Other Related Materials:

NA

References/Legal Authority:

[Identifying and Assessment Evidence-Based Practices, Child Welfare Information Gateway, 2023](#)

[Promoting the Adoption and Use of Best Practices, Community Toolbox, 2023](#)

[Selecting and Implementing Evidence-Based Practices: A Guide to Child and Family Service Systems, The California Evidence-Based Clearing House, April 2015](#)

Change Log:

Date of Change	Description of Change	Responsible Party
07.2023	This is a new policy	N. Miller, Prog. Eval. Consultant