

Improving Practices Leadership Team

Evidence Based Practices Monitoring/Reporting Guidelines

The Community Mental Health Affiliation of Mid Michigan (CMHAMM) committed to sharing information regarding local efforts to implement Evidence Based Practices. This commitment, intended to disseminate local clinical expertise Affiliation-wide, is demonstrated through EBP monitoring (and reporting) by CMHAMM Change Agent representatives, via sub-groups of the Improving Practices Leadership Team (IPLT). Additionally, the PIHP has a grant-related obligation to Michigan Department of Community Health (MDCH) to collect/report this information as evidence of a clinical quality improvement process. This document outlines the guidelines for monitoring/reporting CMHAMM EBP activities, both internally and externally. Each item represents a unanimously agreed upon practice amongst Affiliates and the PIHP and should be adhered to by all CMHAMM representatives.

- I. Lead Change Agents responsible for reporting out Change Agent activities to IPLT shall:
 - A. Be responsible for the collection of Evidence Based Practices (EBP) information from each Affiliate prior to the IPLT Meeting in which the reports are due.
 - B. Be responsible for establishing, through collaboration with other Affiliate Change Agents, the kind of information to be gathered, the reporting method (and format) , and the frequency and/or schedule for Affiliates to report their information to the Lead Change Agent.
 - C. Adhere to the schedule for annual EBP reporting as established during IPLT meetings.
 - D. At their discretion, manage monitoring/reporting collaboration (beyond requirements to generate the annual report).
 - E. Utilize, at a minimum, the “EBP Report Form” as a part of the annual report to IPLT.

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- II. Affiliate Change Agents responsible for reporting local EBP efforts to Lead Change Agents for IPLT reporting, shall:
 - A. Be responsible for the collecting information on local Evidence Based Practice (EBP) activities and presenting this information to the Lead Change Agent.
 - B. Be responsible for establishing, through collaboration with other Affiliate Change Agents, the kind of information to be gathered, the reporting method (and format), and the frequency and/or schedule for Affiliates to report their information to the Lead Change Agent.
 - C. Adhere to the schedule and format for reporting EBP information to Lead Change Agents in preparation for IPLT meetings.

- III. The PIHP shall:
 - A. Be responsible for collecting Affiliation-wide Evidence Based Practice (EBP) activities, via Lead Change Agent annual reports and IPLT Meeting Minutes, and submitting this information to MDCH annually.
 - B. Be responsible for establishing, through collaboration with Affiliate Change Agents, the kind of information to be gathered, the method (and format) of how the information will be reported to the PIHP, and the frequency and/or schedule for Lead Change Agents to report their information to IPLT.
 - C. Adhere to the schedule and format for receiving EBP information from Lead Change Agents.