

# 2010 Best Practices Recognition Program

**Announcement and Application**



**Application Deadline: May 7, 2010**

Sponsored by:  
Florida Department of Children and Families  
and  
Florida Alcohol and Drug Abuse Association

## Announcement for applications

### Department of Children and Families 2010 Best Practices Recognition Program

#### What is the Department of Children and Families Best Practices Recognition Program?

The Best Practices Recognition Program identifies programs that exemplify “best practices” methods in substance abuse prevention and treatment services. Recognized programs measurably improve service outcomes and the quality of life for program participants. All aspects of the Best Practices process are intended to bring recognition to the recipients, to the quality of care for people served and to the efforts being made in providing substance abuse services in Florida.

#### Who is eligible to apply?

Any program licensed by the Department of Children and Families to provide substance abuse prevention, intervention or treatment services, including “faith-based” programs. Any program is eligible to apply for the Best Practices Award Program as long as their licenses are in good standing with the Department. It is acceptable for a program to enter in more than one category.

**Note:** Any programs that have been previously recognized as an Exemplary Program, as First, Second or Third in the Treatment, Intervention or Prevention categories, or as Best Small, Best Rural or Best Innovative are not eligible to apply again in the same category. Programs previously recognized as Promising Programs are encouraged to re-apply.

#### Announcement of Recognized Programs

Recognized programs will be announced at the Florida Alcohol and Drug Abuse Association (FADAA)/Florida Council for Community Mental Health (FCCMH) Annual Conference in August 2010. Recognized Programs may advertise and publicize receipt of this recognition. FADAA/FCCMH will also assist with publicity and promotion of the recognition in such a manner as to bring local, state and national visibility to the recipient organization.



*“Best Practices” subsumes “evidence-based practice.” You can’t identify “best practices” unless you operate from an evidence-based practice, so the latter is extremely important in achieving the former.”*

William Glazer



### What is expected of a Best Practices Recognition Program recipient?

In addition to encouraging continual program improvement, it is the intent of this recognition process to identify successful “best practices” programs and to share the information so that others may implement similar programs in their organizations. To that end, the winning program will be incorporated into the “2010 Best Practices Recognition Handbook.” The Recognized Programs must also agree to participate in **Best Practices Recognition Activities** at the Florida Alcohol and Drug Abuse Association Annual Conference.

### Important Dates!

March 15, 2010	Applications available
March 26, 2010	Technical assistance webinar
May 7, 2010	Applications due to FADAA
May 14, 2010	Review Committee receives applications
June 18, 2010	Final recognition selections by Review Committee
August 11-13, 2010	Announcement of Recognition recipients at FADAA/FCCMH Annual Conference

### How will the applications be reviewed?

A blue ribbon panel of experts with experience in the delivery, administration, research and evaluation of substance abuse programs will be convened to review applications. Applications will be reviewed and evaluated for each of the following:

1. Program Rationale: includes a review and assessment of the program design, the unique methods employed by the program to gain the desired results and the efficacy and appropriateness of the evaluation design.
2. Program Organization and Operation: includes a review of program structure, leadership and the processes and methods that are employed to achieve the desired program results. Reviewers will look for consistency with the underlying rationale for the program; for the efficient use of resources; and, overall innovation.
3. Measures/Outcomes: assesses the quality and efficacy of the selected measures, the statistical results for the program to date and the potential value for replication.

A final overall score of 75 out of 100 possible points is required to be recognized as a Best Practices Program.



*Best Practice means those efforts that measurably improve service outcomes and the quality of life for Florida’s residents who have been affected by the challenges that result from the abuse of alcohol and other drugs.*



# Application

Complete the Following:

Provider Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Program Name: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

\*State Substance Abuse License applicable to this application: \_\_\_\_\_

Best Practices Application Category for this program (Check one):

- Prevention
- Intervention (*includes outreach and detoxification programs*)
- Treatment (*includes aftercare*)
- Small (*To qualify, the total annual operating budget of the applicant program may not exceed \$300,000.*)
- Rural (*To qualify, the applicant must demonstrate in the Description Section that the program serves a rural population.*)
- Innovative (*Service organizations whose primary mission is to provide services other than substance abuse - e.g., domestic violence programs, mental health programs, co-occurring or dual disorders, services for the elderly, etc. - but employ innovative methods through collaboration with substance abuse providers.*)

\*Note: For innovative programs that do not have a substance abuse license, information from the substance abuse license of the provider of the substance abuse services is required.



## Directions for application

- Applications are to be a minimum of three (3) typed pages and no more than five (5) typed pages.
- Page margins should be no less than 1.0", top and bottom, left and right.
- Type fonts are to be no smaller than 11 points.
- Single spacing is acceptable.
- Tables, charts, and diagrams must be included as part of the main application narrative and not as attachments to the application. The only permissible attachment is explained on page 7, item 2i of this application.
- A separate one-page program summary (see page 10) is required.

# Application Narrative

## Section 1: Rationale for Program

Describe the rationale for the selection of target populations and problems that are to be addressed by the program and the methods and practices that are to be employed that make the program unique and a subject for evaluation and replication. Be sure to address each of the following:

### *For Intervention & Treatment Programs:*

1. Describe the rationale for the selection of the target population and the substance abuse problems that will be addressed by the program.
2. Describe the benefits to the participants and/or community.
3. Describe the unique and innovative methods and activities that will be used and tested by this program and the relationship of these activities to the desired result.

### *For Prevention Programs:*

1. Describe the information collected in order to identify the priority risk and protective factors addressed by this program relative to the county's risk and protective factor profile.
2. Describe the particular target population of the program in terms of the priority risks and protective factors. What data source(s) did you use?
3. Indicate whether this program was a replication of a model program or locally developed and explain how it addresses these priority risk and protective factors for this target population.

## Evaluation Criteria

## Maximum Score: 20 Points

Reviewers will use the following criteria to assess the design of the program, the unique methods to be employed to gain the desired results and the methods selected for evaluation. *(Note: These criteria are provided solely for the applicants' information purposes. These are not to be answered in the application process.)*

### *Criteria for Intervention & Treatment Programs:*

1. The needs and problems that are being addressed and evaluated by this program are clearly defined and stated.
2. The benefits to be derived from participation in this program are clearly stated.
3. The program materials, services and activities that have been designed to enhance program outcomes are clearly stated.

### *Criteria for Prevention Programs:*

1. The selected risk and protective factors for this program have been clearly identified and relate to the county risk and protective factor profile; the data sources adequately reflect the risk and protective factor framework.
2. The characteristics of the program's target population reflect the priority risk and protective factors described in Section I, Item 1.
3. Section 1, Item 3 is supported by adequate references to scientific or professional literature and logically connects the risk and protective factors, target population and program.

## Section II: Description of Program

1. Need: Provide a description of the target population and substance abuse problems that are being addressed by this program. Include information on the socio-economic characteristics of the target group and a description of the geographic area where the services are provided.
2. Program Description:

### Intervention & Treatment Programs

Provide information for each of the following:

- a. Admission: describe how individuals are selected for this program and any special screening instruments.
- b. Intake/Enrollment: describe the activities that take place to prepare the individual for participation. Include information on any special techniques, activities and/or tests.
- c. Process: describe the program services and activities after enrollment/admission. Identify any individual or group activities, the purpose of the activity (e.g., counseling, education, etc.), and the frequency and scheduling of these activities).
- d. Completion/Discharge: describe how and when a person completes the program. Include a description of any incentives that are employed to keep participants in the program until completion. Indicate whether or not aftercare is included in the program or otherwise made available to participants.

### Prevention Programs

Provide information for each of the following:

- a. One-paragraph summary description of the program;
  - b. Number of sessions;
  - c. Sequence of activities;
  - d. Time frame;
  - e. Description of primary participants; include information on control groups, if applicable;
  - f. Description of others receiving services; include information on control groups, if applicable;
  - g. Optimum number of participants/actual number of participants;
  - h. Desired outcomes, e.g., changes to the priority risk and protective factors;
  - i. Attach a copy of the table of contents from the program manual.
3. Staffing: Describe the staffing pattern that is required for program implementation and any special knowledge or skills required for service delivery and how this pattern is efficient in achieving the desired outcomes of the program. Identify any ancillary and/or consulting staff that are required for the program.
  4. Organizational Commitment: Describe the organizational commitment to the development, implementation, and delivery of the program, including:
    - a. Efforts at identifying the need for leveraging current best practices throughout the agency;
    - b. Efforts to create stakeholder cooperation/collaboration;
    - c. Providing a vision and strategy for the program;
    - d. Identification of solutions to obstacles, risks and technology needs;
    - e. Providing long- and short-term goals;
    - f. Rewarding individual staff and/or group achievement;
    - g. Advancing changes and improvement in the program;
    - h. Reinforcing improvements so that they are repeated.

5. Budget:
  - a. Direct Personnel \$ \_\_\_\_\_
  - b. Direct Operating Expense \$ \_\_\_\_\_
  - c. Administrative Overhead \$ \_\_\_\_\_
6. Recognition/Replication: List any recognition or other form of public recognition received by the program. List any professional journals or other publications that cite this program. List any instances where this program has been replicated.

**Evaluation Criteria**

**Maximum Score: 40 Points**

Reviewers will use the following criteria to assess the characteristics of the program that have been operationalized for consistency, along with the underlying rationale for the program; for organizational commitment; for the efficient use of resources; and, for overall innovation. *(Note: These criteria are provided solely for the applicants' information purposes. They are not to be answered in the application process.)*

*Criteria*

1. Intervention & Treatment Programs: The program description provides adequate information in each criteria area in Section II, Item 2, to understand the process and purpose of the program.  
  
Prevention Programs: The key program elements are clearly described, as well as how control groups are accommodated as necessary and the description is reflected in the attached program manual table of contents.
2. The skills and knowledge of the direct, ancillary and/or consulting staff are appropriate to the needs and problems of the population being served; the staffing pattern appears to be efficient in achieving the desired outcomes of the program.
3. The agency is committed to the program as evidenced by its support in the areas of funding, staffing, training, and technology. The agency demonstrates other programs in their agencies are based on current best practices. The agency recognizes staff efforts to implement current best practices effectively.
4. The budget appears reasonable relative to the program and staffing pattern previously described.
5. There is evidence of recognition by groups outside of the organization.

### Section III: Measures/Outcomes

1. Describe the evaluation design for this program, including a description of the process measures, outcome measures, data collection practices and schedule, and comparison groups, if applicable. Also indicate who created the evaluation design, collected the data, and analyzed the results. Attach information on any external evaluations, reviews by experts, etc.
2. Include a data report on the process measures and program fidelity, i.e., the extent to which the program model was followed as described in Section II, Item 1. Include information on control group outcomes, if applicable.
3. Include a data report of the outcome measures for the past two years. Data can be provided in table format. At a minimum, it must include one full year of data with partial results from the second year. Include information on control group outcomes, if applicable.

#### Evaluation Criteria

**Maximum Score: 40 Points**

Reviewers will use the following criteria to assess the quality and efficacy of measures selected, the results that have been demonstrated and their potential value to the substance abuse field. *(Note: These criteria are provided solely for the applicants' information purposes. They are not to be answered in the application process.)*

#### Criteria

1. The evaluation design description includes a clear and comprehensive description of process and outcome measures, data collection practices, a schedule of data collection for one cohort, and information about how a comparison group was included, if applicable. The greater the independence of the evaluation designer, data collectors and results analysts, the better.
2. The results of the process measures report indicate that the program was delivered with fidelity to the model described in Section II, Item 1 of the application.
3. The results of the outcome measures report indicate that the program achieved the desired outcomes as described in Section II, Item 1 of the application.

## Program Summary

In addition to the 3 to 5 page Recognition Application, a **one-page summary** of your program is required. This summary will be used in the 2010 Best Practices Recognition Handbook. Please include the following information:

1. Agency Name
2. Program Name
3. Program Location (City)
4. Program Contact Person
5. Contact Person Telephone Number and E-mail
6. Purpose of the program – Provide a statement describing the purpose of the program and what it is intended to accomplish.
7. Program Summary – Describe the following:
  - a. The target population(s) and the numbers served
  - b. The activities and services provided, emphasizing “best practices”
  - c. Briefly describe the impact of the program on the target populations’ substance use and abuse
  - d. Briefly, the benefits to participants and to the community
  - e. Brief summary of the program’s results to date

## Application Submission

You may obtain an electronic version of this Application from the Florida Alcohol and Drug Abuse Association Web site. Just go to <http://www.fadaa.org> and download the **2010 Best Practices Recognition Application**.

Please submit all applications by e-mail by the required deadline. Applications should be e-mailed to:

Marsha Antista  
FADAA Director of Research & Practice Improvement  
[mantista@fadaa.org](mailto:mantista@fadaa.org)

Please attach the Recognition Application as a Word or PDF document. In the “Subject” line of the e-mail, please indicate: **2010 Best Practices Recognition Application**.

For questions or additional information, contact Marsha Antista, Director of Research & Practice Improvement, Florida Alcohol and Drug Abuse Association (850) 878-2196.

## Technical Assistance Webinar

### Time and Date

The Department of Children and Families and the Florida Alcohol and Drug Abuse Association will host one (1) Technical Assistance Webinar for interested Best Practices Recognition Program applicants. The webinar will take place:

Date: March 26, 2010

Time: 9:00 am to 12:00 pm

### Register for the Webinar

Visit this link:

<https://fadaaevents.webex.com/fadaaevents/onstage/g.php?t=a&d=666090103>  
and select "Register".

### How to Participate

In order to access the Technical Assistance Webinar, follow these procedures:

- To "Join" the Webinar, you must click on the link from the confirmation email you received after registering for the Webinar.
- To hear the audio, when prompted dial **1-866-699-3239**.
- After a prompt, enter the access code **666 090 103**, followed by the # key. An automated attendant will confirm your pass code.

### Review, Questions and Answers

Applicants are encouraged but not required to participate in the Webinar. We will review the application then respond to any questions applicants have about the application process, the application review process or any other related issues.

Additional technical assistance is available by contacting Marsha Antista at FADAA. Call 850-878-2196 or e-mail [mantista@fadaa.org](mailto:mantista@fadaa.org).

## Frequently Asked Questions and Answers

**Q: Can a program enter into more than one category in the same application (p. 4)?**

A: Yes, It is acceptable for a program to enter into more than one category. However, applicants cannot be *recognized* in multiple categories.

**Q: Can the budget of a SMALL Program applicant exceed the threshold as described in the application (p. 4)?**

A: Any program that applies as a SMALL Program, as described in the application, must have an operating budget of \$300,000 or less.

**Q: Can the applications be submitted by regular US mail, or must they be submitted only by email (p. 10)?**

A: It is preferable that the applications be submitted by electronic mail, however, it is acceptable to submit them by US mail in hard copy form.

**Q: How soon will the review of the applications be completed? How will programs be notified once the review process is completed?**

A: While the general time frame for completing the review of the applications is detailed in the application itself, this schedule may vary depending on the personal schedules of the reviewers themselves. Please remember that they are providing this service on their own time. A press release with the names and categories of programs chosen as Best Practices will be posted on the FADAA Web site ([www.fadaa.org](http://www.fadaa.org)) by June 30, 2010.

**Q: What will the process be for recognizing the Recognition Program recipients at FADAA's annual conference?**

A: The Florida Alcohol and Drug Abuse Association annual conference will be held August 11-13, 2010 in Orlando. The Best Practices Recognition Program recipients will be acknowledged at some point during one of the general sessions at that event. In as much as a great deal of that conference is still in the planning stages, an exact time for the Recognition ceremony is yet undetermined. The Association will, however, notify all Recognition Program recipients well in advance of the time for the ceremony. Also, more detailed information will come from the Association regarding the expectations of the Recognition Program recipients and the exhibit of their programs.

**Q: Can the length of the application package exceed the 3 - 5 pages described in the application, to include charts, graphs, and other related materials (p. 5)?**

A: No. The exception is the required attachment noted on page 7, item 2h and the separate program summary noted on page 10.