AMCHP Best Practice Submission Form

BACKGROUND

1. Name of your practice (program name):

2. Please provide a description/abstract of the practice you are submitting in 200 words or less which address the following
   1.) Project goals
   2.) Activities undertaken to develop the practice
   3.) How was project/practice success measured
   4.) What makes this a remarkable practice, and
   5.) How will others benefit from learning about this practice.

3. What is the primary population focus for your best practice? Check all that apply.
   - All
   - Adolescents
   - Children
   - Children/Youth with Special Health Care Needs
   - Families/Consumers
   - Infants/Newborns
   - Women
   - Other (please specify):

4. Please provide information about the location of the practice - i.e., is the practice state-wide or in one area of the state/community? What is the approximate sample size?

5. Describe the audience or practitioner who would benefit from learning about this practice?

6. What is the primary issue focus(es) for your best practice? Check all that apply.
   - Access to Health Care
   - Autism
   - Birth Defects Prevention
   - Birth Outcomes
   - Chronic Disease
   - Data, Assessment, & Evaluation
   - Emergency Preparedness
   - Family/Consumer Involvement
   - Financing & Insurance
   - Health Inequity/Disparities
☐ Health Promotion  ☐ Reproductive Health
☐ Health Screening  ☐ Service Coordination & Integration
☐ Intentional/Unintentional Injuries  ☐ Specialized Care
☐ Mental Health  ☐ Substance & Tobacco Use
☐ Nutrition & Physical Activity  ☐ Workforce & Leadership Development
☐ Oral Health  ☐ Other (please specify):
☐ Prenatal Care
☐ Primary/Preventive Health Care
☐ Quality Assurance

7. Please describe the specific need for this practice, i.e., what data or evidence do you have regarding your target population that shows this is a problem? Cite specific literature and local or state data as appropriate.

8. What are the overall goals and key objectives of your practice?

DESIGN

9. What is the theoretical foundation (e.g., Social Change Theory) for your practice? List any theories used, and explain how they were applied. If multiple theories were used, explain how they fit together to form the basis of your practice.

10. Did you base your practice on existing tools (guidelines, protocols, models or standards such as Bright Futures guidelines)? If so, please specify which ones and explain how they were used in the practice.

11. How did you adapt these tools to your practice? Be specific about changes to the model that were made, portions that were not used, and why adaptations were made.

12. What was your process to incorporate peer/stakeholder input and lessons learned throughout the implementation? (Quality Improvement)
13. Describe your evaluation process, including short term and long term outcomes that were measured. Explain the methods of evaluation such as whether you used a control group, how people were selected to participate in the practice, and the potential biases of this process.

14. Does your best practice relate to any of the 18 National Title V/MCH Block Grant Performance Measures?

IMPLEMENTATION

15. What was the timeframe of your practice (i.e., implementation to completion or is it ongoing)?

16. What did your practice cost in terms of resources (e.g., type/amount of personnel, funds, supplies/materials, etc.)? Include a calculation of cost per client.

17. If this practice involved collaboration, who were your partners?

18. Were there other factors in your state or community that influenced the launch of this practice (e.g., legislation, new leadership, release of data, etc)? Please describe how these contributed.

19. Was this practice implemented as intended? What challenges did you face in implementing this practice?

20. How did you overcome the challenges you encountered in implementing your practice?
Outcomes

21. What data did you collect to measure the outcomes of your practice?

22. What were the results of your practice? Be specific, including both short-term and long term outcomes. If available, please provide data (e.g., through use of control group, etc) demonstrating that outcomes were achieved by your practice and not due to outside factors.

23. Was there an expert/peer review process that determined your practice to have significant evidence of effectiveness (e.g., peer-reviewed journal, conference presentations, etc)?

24. Has your practice been replicated (e.g., in other settings and/or with other populations)?

25. What would you keep and what would you change if you were creating this practice now?

FOLLOWUP

26. Is there a sustainability plan in place? Do you know the next steps for your practice? If yes, please describe.
27. What products/resources resulted from your practice (e.g., website, published article, agency report, brochures, online toolkit, etc)? Please send copies to AMCHP to post on our website.

28. How would you tell other people about this practice (i.e., what is your “take away” message)?

29. Submitter:

Name:
Organization:
Address:
City, State, ZIP:
Phone:
Email: