

ASTDD Committees, Board of Directors (BOD) or national partners contact Best Practices Committee Consultant to discuss Best Practices topic.

BPC Consultant sends **Best Practices (BP) Approach Template** and **State Activity Submission Form** to the chair and consultant or key contact of collaborating committee/ partner.

The committee/partner selects BP team members responsible for developing Best Practice Approach Report (BPAR). Committee members/ partners are the content experts. (They may wish to enlist assistance from DPH intern or other resource.)

BPAR team begins to develop BPAR narrative using **BP Approach Report Template**. BPAR team searches for Best Practice examples to include; use **State Activity Submission Form** to solicit examples of state activities.

State Activities collected are reviewed by BP Committee Consultant & Committee/partner BP Team for inclusion in BPAR. Determine which examples of state activities will be asked to submit a **Descriptive Report**. This is a more in-depth description of the state activity that was submitted. Selected **State Activities** are sent to the ASTDD BP Committee (BPC) to review and provide feedback. Contact BP Consultant for assistance.

Descriptive Reports are given to BP Consultant for posting on BP website and then hyperlinked in BPAR.

State activities not used in the BPAR may be posted to BP website.

Draft BPAR sent to BPC Chair & BPC Consultant for review and editing by BPC.

Originator reviews recommendations; revises and resubmits

BPC requests revisions

BPC approves draft

Bev Isman completes editing.

BOD reviews BPAR

BOD approves BPAR

BPAR is final and posted to website and shared with other organizations.

BPC communicates recommended changes to the originator.

BOD requests revisions

Questions and/or clarification on BPAR process should be directed to the Best Practices Consultant:
Lori Cofano – lkofano@gmail.com

Every few years BPAR should be reviewed and updated along with **Descriptive Reports**.

