**NOTE TO USER- This template is intended to give your clinic a head start on developing its own SOP for this topic. The template can quickly be adapted to fit your clinic’s needs, dropping content you do not need and adding anything you feel is relevant. Note that there are several highlighted areas, which should be addressed as you customize this template for your clinic.**

**Subject:** Standing Operating Procedure (SOP) for Administering the EBP Training & Utilization Provider Questionnaire at the [Behavioral Health Clinic] at [Medical Center]

**Purpose:** To establish a structured, efficient process for utilizing an EBP Training & Utilization Provider Questionnaire within the clinic to assist with making clinic-level decisions.

**References:** [Add any clinic SOPs/OIs that are referenced in this document]

**1. Objective.**

1.1. To utilize provider data regarding EBP training and utilization from a regularly administered clinic-wide provider form with the goal of improving clinic optimization.

**2. Responsibilities.**

2.1. [Clinic Manager] has the overall responsibility for ensuring that the EBP Training & Utilization Provider Questionnaire [see attached] is distributed on a regular schedule and that data from the forms are utilized to make clinic-level decisions.

2.2. [Clinical/Staffing Supervisors] will work with the Clinic Manager to ensure the EBP Training & Utilization Provider Questionnaire is administered, completed, and returned to the EBP Behavioral Health Technician or other designated POC.

2.3. [Providers] are responsible for completing the EBP Training & Utilization Provider Questionnaire upon distribution and returning to the EBP Behavioral Health Technician or designated POC.

2.4. [EBP Behavioral Health Technician/Designated POC] is responsible for distributing the EBP Training & Utilization Provider Questionnaire to providers and entering data into the EBP Training & Utilization Tracking spreadsheet [see attached].

**3. General.**

3.1 The EBP Training & Utilization Provider Questionnaire will be distributed to all clinic providers on a regular basis. Refer to the “Instructions for Administering the EBP Training & Utilization Provider Questionnaire” handout regarding how to administer, complete, and score the form as well as for the recommended frequency of distribution.

3.2. Data from the completed forms will be entered into the EBP Training & Utilization Tracking spreadsheet and forwarded to the Clinic Manager for review.

3.3. The Clinic Manager will use the data to make clinic-level decisions with the goal of improving clinic optimization and providing.

**4. Procedures.**

4.1. The EBP Behavioral Health Technician or designated POC will refer to the “Instructions for Administering the EBP Training & Utilization Provider Questionnaire” handout regarding the distribution, completion, and collection of the EBP Training & Utilization Provider Questionnaire and for guidance on how to use the data once collected.

4.2. The EBP Behavioral Health Technician or designated POC will distribute the EBP Training & Utilization Provider Questionnaire and collect completed forms.

4.3. The EBP Behavioral Health Technician or designated POC will enter the data from the completed forms into the EBP Training & Utilization Tracking spreadsheet.

4.3.1. Once data are entered, the data/spreadsheet will be forwarded to the Clinic Manager.

4.4. The Clinic Manager will review and/or utilize data to help make clinic-level decisions based off providers’ EBP training and experience.

4.4.1. Whenever possible, the Clinic Manager will use data about providers’ EBP training and experience to assign new cases. When reviewing referrals or assigning cases, Clinic Managers or designated POC will match patient presenting problem (i.e., PTSD and unipolar Depression) to EBP trained providers.