

Best Practices Guide: Reviewer Form

Best Practice Continuum Track

Best Practices in Canadian Higher Ed

Name of reviewer:	
Name of practice being reviewed:	
Select all best practice tracks applied for:	<input type="checkbox"/> Best practice continuum <input type="checkbox"/> Indigenous-specific practice
For the best practice continuum track, select the category applied for:	<input type="checkbox"/> Cutting-edge <input type="checkbox"/> Emerging <input type="checkbox"/> Promising <input type="checkbox"/> Best
Is the applicant(s) applying for the (optional) health equity icon?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date:	

Definitions

Below is a list of definitions of key terms that are used throughout the application process. Appendix B in the Submission Guide provides a comprehensive list of definitions and their sources.

Equity: Fairness in the distribution of health and the social determinants of health among people.

Equity-deserving Groups: Populations within a community that are marginalized or are constrained by existing structures and practices.

Practice: In this application, practice refers to, but is not limited to, a program, service, strategy, or framework that supports post-secondary student mental health. Other types of materials or resources will be considered (e.g., toolkits, curriculum, etc.).

Quality Improvement: A process that includes identifying a problem, developing a plan, carrying out the plan, reflecting on whether this action was effective, and determining a course of action based on outcomes. For the Best Practices Guide, quality improvement also includes ongoing management review and continuous improvement processes for policies, strategies, and health promotion programs.

Source: In the foundation criteria throughout the evaluation categories, source refers to theories, guidelines, standards, frameworks, research, practices, or models that informed the practice.

Instructions

Use the guiding statements and checkboxes to rate the practice. A practice must have a rating of 2 (meets expectations) or higher on every question up to and within a practice category to satisfy that category, except for the questions that the submission form indicates to skip.

Rating Scale

Rating	Description
0	Does not meet expectations
1	Partially meets expectations
2	Meets expectations
3	Exceeds expectations

A supplementary list of criteria-specific considerations and examples is provided in Appendix F in the Best Practices Submission Guide as a resource to help you determine a rating. Please provide additional information in the space provided at the bottom of each criterion to further support the rating.

Final practice designations (cutting-edge, emerging, promising, and best) will be based on:

- 1) An independent rating process from each reviewer and
- 2) Consensus from all reviewers based on a facilitated group meeting.

Please contact info@bp-net.ca if you have any questions during the review process.

Cutting-Edge Practices

If you are reviewing a practice for the cutting-edge category, you will be completing questions 1-6. Please respond to all the questions in this section and provide optional comments and suggestions where appropriate.

1) Need

Describes the identified need related to student mental health and well-being that the practice is intended to address and explains specifically how the practice will address this need. The

applicant describes how the need was identified, explains who was involved in the identification process, and lists the sources of information that support the identified need.

- (0) The applicant does not describe the need, how the need was identified, or how the practice is intended to address this need.
- (1) The applicant states the need but does not provide relevant sources of information that support the identified need and/or does not explain how the practice is intended to address this need.
- (2) The applicant describes the need, provides relevant sources of information that support the identified need, and describes how the practice is intended to address this need.
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

2) Stakeholder Engagement and Participation

Describes practice stakeholders and why they were engaged or partnered with.

- (0) The applicant does not describe who stakeholders are or why they were engaged or partnered with.
- (1) The applicant only describes who the stakeholders are.
- (2) The applicant describes who the stakeholders are and why they were engaged or partnered with.
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

3) Foundation

Describes any sources (i.e., theories, guidelines, standards, etc.) that were used to develop and/or implement the practice. The applicant provides a citation for the source(s), explains why the source(s) was selected, and describe how the practice was informed by the source(s).

- (0) The applicant did not provide information about the sources used to inform the practice or states that none were used.
- (1) The applicant provides a vague or unclear description of the sources used to inform the practice.
- (2) The applicant provides a citation and clearly indicates why the source(s) was selected and how the practice was informed by the source(s).
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

4) Intended Benefits

Describes what the practice is intended to achieve, including how it will benefit the key population.

- (0) The applicant does not describe what the practice is intended to achieve.
- (1) The applicant provides a vague or unclear description of what the practice is intended to achieve.
- (2) The applicant provides a clear description of what the practice is intended to achieve, including how it will benefit the key population.
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

5) Signs of Success

Describes initial practice successes or other indicators that demonstrate the practice is working.

- (0) The applicant does not describe practice successes or other indicators that demonstrate the practice is working.
- (1) The applicant provides a vague or unclear description of how the practice has been successful or other indicators that demonstrate the practice is working.
- (2) The applicant describes initial practice successes or other indicators that demonstrate the practice is working as intended.
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

6) Lessons Learned

Explains a plan to identify lessons learned that will be used to improve their practice, as an indicator of quality improvement.

- (0) The applicant does not provide information on a plan to identify lessons learned.
- (1) The applicant provides a vague or unclear explanation of a plan to identify lessons learned.
- (2) The applicant provides a clear explanation of a plan to identify lessons learned. Note: For this category, the applicant does not need to explain the lessons learned.
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

Did the applicant complete the questions for the next category (Emerging)?

- Yes
- No

Emerging Practices

If you are reviewing a practice for the emerging category, you will be completing questions **1, 7, 8, 9, 10, and 11**. Please respond to all the questions in this section and provide optional comments and suggestions where appropriate.

1) Need

Describes the identified need related to student mental health and well-being that the practice is intended to address and explains specifically how the practice will address this need. The applicant describes how the need was identified, explains who was involved in the identification process, and lists the sources of information that support the identified need.

- (0) The applicant does not describe the need, how the need was identified, or how the practice is intended to address this need.
- (1) The applicant states the need but does not provide relevant sources of information that support the identified need and/or does not explain how the practice is intended to address this need.
- (2) The applicant describes the need, provides relevant sources of information that support the identified need, and describes how the practice is intended to address this need.
- (3) The applicant in some way goes above and beyond expectations

Optional: Please provide any questions, comments, or other feedback for this question:

7) Stakeholder Engagement and Participation

Describes the practice's campus and community stakeholders, explain why they were engaged or partnered with, and describe how stakeholders, especially students, were engaged or partnered with in the practice processes.

- (0) The applicant does not explain who the stakeholders are and why and how they were engaged or partnered with in the practice processes or states that stakeholders were not involved in these processes.
- (1) The applicant provides a vague or unclear explanation of who the stakeholders are and why and how they were engaged or partnered with in the project processes.
- (2) The applicant describes who the stakeholders are and explains why and how they ensured stakeholders, especially students, were engaged or partnered with in the practice processes.
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

8) Foundation

Describes any sources (i.e., theories, guidelines, standards, etc.) that were used to develop and/or implement the practice and the source(s) is grounded in evidence, informed by theoretical approaches, or from an authoritative or credible source(s). The applicant provides a citation for the source(s), explains why the source(s) was selected, and describes how the practice was informed by the source(s).

- (0) The applicant did not provide information about the source(s) used to inform the practice or states that none were used.

- (1) The applicant provides a vague or unclear description of the source(s) used to inform the practice.
- (2) The applicant provides a citation of a source(s) that is grounded in evidence, informed by theoretical approaches, or from an authoritative or credible source(s). They clearly indicate why the source(s) was selected and how the practice was informed by the source(s).
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

9) Evaluation

A) Describes the evaluation plan, including all the following:

- I. States the duration of the evaluation since practice implementation.
- II. Explains who participated or is participating in the evaluation.
- III. Lists the evaluation question(s) or aim(s).
- IV. Lists the metrics that will be measured or are in the process of being measured to demonstrate the practice is effective.
- V. Describes the methods or tools that are being used or will be used to collect data.
- VI. Explains how these data will be or are being analyzed.

B) Provides a brief summary of emerging evaluation results or outcomes demonstrating the effectiveness of the practice.

- (0) The applicant does not describe an evaluation plan.
- (1) The applicant describes an evaluation plan but the reviewer can identify missing components or the applicant does not include evaluation results.

- (2) The applicant describes all of the components of the evaluation plan and provides emerging evaluation results or outcomes demonstrating effectiveness of the practice.
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

10) Lessons Learned

Describes the process used to identify lessons learned to improve their practice, as an indicator of quality improvement.

- (0) The applicant does not provide any information on how lessons learned have been identified.
- (1) The applicant provides a vague or unclear explanation of how lessons learned have been identified.
- (2) The applicant provides a clear explanation of the process to identify lessons learned.
Note: For this category, the applicant does not need to explain the lessons learned.
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

11) Sustainability

Describes any plans that demonstrate potential for the practice to be maintained.

- (0) The applicant does not describe how the practice will be sustained.
- (1) The applicant provides a vague or unclear description of how plans to maintain the practice.
- (2) The applicant describes plans that demonstrate potential for the practice to be maintained.
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

Did the applicant complete the questions for the next category (Promising)?

- Yes
- No

Promising Practices

If you are reviewing a practice for the promising category, you will be completing questions 1, 7, 12, 13, 14, 15, and 16. Please respond to all the questions in this section and provide optional comments and suggestions where appropriate.

**** Note: the numbering of questions is intended to be out of sequence. ****

1) Need

Describes the identified need related to student mental health and well-being that the practice is intended to address and explains specifically how the practice will address this need. The applicant describes how the need was identified, explains who was involved in the identification process, and lists the sources of information that support the identified need.

- (0) The applicant does not describe the need, how the need was identified, or how the practice is intended to address this need.
- (1) The applicant states the need but does not provide relevant sources of information that support the identified need and/or does not explain how the practice is intended to address this need.
- (2) The applicant describes the need, provides relevant sources of information that support the identified need, and describes how the practice is intended to address this need.
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

7) Stakeholder Engagement and Participation

Describes the practice's campus and community stakeholders, explain why they were engaged or partnered with, and describe how stakeholders, especially students, were engaged or partnered with in the practice processes.

- (0) The applicant does not explain who the stakeholders are and why and how they were engaged or partnered with in the practice processes or states that stakeholders were not involved in these processes.
- (1) The applicant provides a vague or unclear explanation of who the stakeholders are and why and how they were engaged or partnered with in the project processes.
- (2) The applicant describes who the stakeholders are and explains why and how they ensured stakeholders, especially students, were engaged or partnered with in the practice processes.
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

12) Foundation

Describes the sources (i.e., theories, guidelines, standards, etc.) that were used to develop and/or implement the practice. The practice is informed by theoretical approaches and practice-based evidence/research or (controlled) research. The applicant provides a citation for the source(s), explain why the source(s) was selected, and describe how the practice was informed by the source(s).

- (0) The applicant did not provide information about the source(s) used to inform the practice or states that none were used.

- (1) The applicant provides a vague or unclear description of the theoretical and practice-based evidence/research or (controlled) research grounding of the practice.
- (2) The applicant provides a clear description of the theoretical and practice-based evidence/research or (controlled) research grounding of the practice. They provide a citation for the source(s) and clearly indicate why the source(s) was selected and how the practice was informed by the source(s).
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

13) Evaluation Plan

Describes the evaluation plan, including all the following:

- a. States the duration of the evaluation since practice implementation.
- b. Explain who participated or is participating in the evaluation.
- c. Lists the evaluation question(s) or aim(s).
- d. Lists the metrics that were measured to demonstrate the effectiveness of the practice.
- e. Describes the methods or tools used to collect data.
- f. Explains how these data were analysed.

- (0) The applicant does not describe an evaluation plan.
- (1) The applicant describes an evaluation plan but the reviewer can identify missing components.
- (2) The applicant describes all components of the evaluation plan.
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

14) Evaluation Results

Provide a summary of evaluation results that clearly link positive outcomes to the practice.

- (0) The applicant does not provide evaluation results.
- (1) The applicant provides evaluation results that do not clearly link positive outcomes to the practice.
- (2) The applicant provides evaluation results that clearly link positive outcomes to the practice.
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

15) Quality Improvement

Describes how a quality improvement process was implemented. The applicant explains who was involved in this process, describes any techniques, models, or tools that were used to

implement this process, and provides a description of changes made to the practice because of this process.

- (0) The applicant states that a quality improvement process was not implemented or does not describe how a quality improvement process was implemented.
- (1) The applicant describes how a quality improvement process was implemented but does not describe changes made to the practice as a result.
- (2) The applicant describes how a quality improvement process was implemented, including who was involved and what tools were used to implement the process, and describes at least one change made to the practice as a result.
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

16) Sustainability

Describes how the practice has been maintained over time to achieve desired outcomes. States the duration of the practice since start of implementation.

- (0) The applicant does not describe how the practice was sustained over time to achieve desired outcomes.
- (1) The applicant provides a vague or unclear description of how the practice was sustained over time to achieve desired outcomes.
- (2) The applicant describes how the practice was sustained over time to achieve desired outcomes. States the duration of the practice since start of implementation.
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

Did the applicant complete the questions for the next category (Best)?

- Yes
- No

Best Practices

If you are reviewing a practice for the best category, you will be completing questions **1, 7, 12, 13, 15, 17, 18, 19, and 20**. Please respond to all the questions in this section and provide optional comments and suggestions where appropriate.

**** Note: the numbering of questions is intended to be out of sequence. ****

1) Needs

Describes the identified need related to student mental health and well-being that the practice is intended to address and explains specifically how the practice will address this need. The applicant describes how the need was identified, explains who was involved in the identification process, and lists the sources of information that support the identified need.

- (0) The applicant does not describe the need, how the need was identified, or how the practice is intended to address this need.
- (1) The applicant states the need but does not provide relevant sources of information that support the identified need and/or does not explain how the practice is intended to address this need.
- (2) The applicant describes the need, provides relevant sources of information that support the identified need, and describes how the practice is intended to address this need.

- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

7) Stakeholder Engagement and Participation

Describes the practice's campus and community stakeholders, explain why they were engaged or partnered with, and describe how stakeholders, especially students, were engaged or partnered with in the practice processes.

- (0) The applicant does not explain who the stakeholders are and why and how they were engaged or partnered with in the practice processes or states that stakeholders were not involved in these processes.
- (1) The applicant provides a vague or unclear explanation of who the stakeholders are and why and how they were engaged or partnered with in the project processes.
- (2) The applicant describes who the stakeholder is and explains why and how they ensured stakeholders, especially students, were engaged or partnered with in the practice processes.
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

12) Foundation

Describes the sources (i.e., theories, guidelines, standards, etc.) that were used to develop and/or implement the practice. The practice is informed by theoretical approaches and practice-based evidence/research or (controlled) research. The applicant provides a citation for the source(s), explain why the source(s) was selected, and describe how the practice was informed by the source(s).

- (0) The applicant did not provide information about the source(s) used to inform the practice or states that none were used.
- (1) The applicant provides a vague or unclear description of the theoretical and practice-based evidence/research or (controlled) research grounding of the practice.
- (2) The applicant provides a clear description of the theoretical and practice-based evidence/research or (controlled) research grounding of the practice. They provide a citation for the source(s) and clearly indicate why the source(s) was selected and how the practice was informed by the source(s).
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

13) Evaluation Plan

Describes the evaluation plan, including all the following:

- a. States the duration of the evaluation since practice implementation.
 - b. Explain who participated or is participating in the evaluation.
 - c. Lists the evaluation question(s) or aim(s).
 - d. Lists the metrics that were measured to demonstrate the effectiveness of the practice.
 - e. Describes the methods or tools used to collect data
 - f. Explains how these data were analysed.
-
- (0) The applicant does not describe an evaluation plan.
 - (1) The applicant describes an evaluation plan but the reviewer can identify missing components.
 - (2) The applicant describes all components of the evaluation plan.
 - (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

15) Quality Improvement

Describes how a quality improvement process was implemented. The applicant explains who was involved in this process, describe any techniques, models, or tools that were used to implement this process, and provides a description of changes made to the practice because of this process.

- (0) The applicant states that a quality improvement process was not implemented or does not describe how a quality improvement process was implemented.
- (1) The applicant describes how a quality improvement process was implemented but does not describe changes made to the practice as a result.
- (2) The applicant describes how a quality improvement process was implemented, including who was involved and what tools were used to implement the process, and describes at least one change made to the practice as a result.
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

17) Evaluation Results

Presents evaluation results that clearly and/or consistently link positive outcomes and/or impacts to the practice. Includes the time period over which the outcomes and other variables were measured.

- (0) The applicant does not provide evaluation results.
- (1) The applicant provides evaluation results that do not clearly and/or consistently link positive outcomes and/or impacts to the practice.
- (2) The applicant provides evaluation results that clearly and/or consistently link positive outcomes and/or impacts to the practice. Includes the time period over which the outcomes and other variables were measured.
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

18) Sustainability

Describes how the practice was maintained and achieved desired outcomes over time. States the duration of the practice since the start of implementation.

- (0) The applicant does not describe how the practice was sustained and achieved desired outcomes over time.
- (1) The applicant provides a vague or unclear description of how the practice was sustained and achieved desired outcomes over time.
- (2) The applicant describes how the practice was sustained and achieved desired outcomes over time. States the duration of the practice since the start of implementation.
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

19) Replication

Describes how the practice has been implemented in another setting or with a different population and demonstrates that the results were replicated. The applicant describe the replication process and any adaptations that were made to the original practice and provides a summary of evaluation results that demonstrate the practice results were replicated.

- (0) The applicant states that the practice has not been replicated or does not describe how the practice has been replicated in another setting or with a different population.
- (1) The applicant provides a vague or unclear description of how the practice was replicated in another setting or with a different population and/or does not provide evaluation results that demonstrate the replication was successful.

- (2) The applicant describes how the practice was replicated in another setting or different population and provides evaluation results that demonstrate the replication was successful.
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

20) External Evaluation and/or Dissemination

Describes how the practice has been externally validated to contribute to improving the evidence base, such as through a peer review process, external evaluation, or dissemination of a report or product. The applicant provides citations and/or links to any articles, journals, reports, external evaluations, etc.

- (0) The applicant states the practice has not been externally evaluated and/or disseminated.
- (1) The applicant provides a vague or unclear description of how the practice has been externally evaluated and/or disseminated.
- (2) The applicant lists at least one example of external evaluation and/or dissemination and includes a citation(s) and/or link(s).
- (3) The applicant in some way goes above and beyond expectations.

Optional: Please provide any questions, comments, or other feedback for this question:

Health Equity Icon (Optional)

This is an optional question and will not impact the best practice category rating but will be used to determine if the practice is eligible for the health equity icon in addition to the assignment of a best practice category.

Provides an explanation of how the practice intended to improve outcomes for equity-deserving groups.

- (0) The project does not promote health equity or the applicant does not describe how the practice promotes health equity.
- (1) The applicant provides a vague or unclear explanation of how the project promotes health equity.
- (2) The applicant provides a clear explanation of how the practice intended to improve outcomes for equity-deserving groups.
- (3) The applicant provides a clear explanation of how the project intended to improve outcomes for equity-deserving groups and in some way goes above and beyond expectations (e.g., reported outcomes of the practice that distinguish findings for equity-deserving groups).

Optional: Please provide any questions, comments, or other feedback for this question:

Reviewer Summary

Please provide comments or reviewer's notes on the overall submission. This may include summarizing how they met the components of the question, identifying strengths, weaknesses, gaps or opportunities, listing additional information needed, etc. This is an opportunity to provide constructive feedback or recommendations to the applicant.

Overall Comments:

Acknowledgements

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Lorine Spencer, Centers for Disease Control and Prevention

Development phase:

Andrew Szeto, University of Calgary
Cathy Rocke, University of Regina

Pilot phase:

Andrew Szeto, University of Calgary

Attributions

- BP-Net adopted the © Association of Maternal & Child Health Programs-Innovation Station (AMCHP; 2020), which was shared under the [Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License](#). Their framework, checklist, submission tips, and submission guide are found on their [website](#) and their reviewer score form was provided by the evidence-based practices team. Adaptations were made to their tools with permission from the evidence-based practices team.
- Adapted elements from the Centers for Disease Control and Prevention (CDC) [Conceptual Framework for Planning and Improving Evidence-Based Practices](#) by Spencer et al. (2013) and [Policy Evidence Assessment Reports framework for heart disease & stroke prevention](#) by Barbero et al. (2015) with permission from authors/CDC staff: Lorine Spencer and Michael Schooley.
- Adapted elements from the [Innovative Practices Evaluation Framework](#) (2012) by Health Council of Canada (HCOC).
- Adapted elements from the [Innovative Practices Evaluation Framework](#) (2016) by Health Quality Ontario (HQO).

- Adapted elements from the Leading Practices Application Form (2018) by Health Standards Organization (HSO), which is found on their [website](#).
- Adapted elements from the Best Promising Practices Guidebook (2016), Intervention Assessment Tool (2016), and [Canadian Best Practices Portal](#) by PHAC with permission from Freda Burkholder, Manager, Public Health Capacity and Knowledge Management Unit, PHAC, Ontario Region. The guidebook and asses
- Framework for Selecting Best Practices in Public Health: A Systematic Literature Review (Ng & de Colombani, 2015; adapted for sustainability criteria)

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- Public Health Agency of Canada (2016d). *PHAC Best Promising Practices Guidebook*. Retrieved by request. <https://cbpp-pcpe.phac-aspc.gc.ca/>