

## CONDUCTING AN INDEPENDENT PEER REVIEW

1. In order to be better prepared for the review, it is suggested that the Reviewer, or Team Leader, do the following:
  - Contact the program to be reviewed to:
    - Discuss the review agenda and arrange a mutually convenient review date. Once the date is set, the reviewer should provide ASAP with the date, time and reviewer(s) name(s).
    - Ask if there are any specific areas that they would like to focus on during the review.
    - Coordinate with the program being reviewed to have available documentation that will be needed for the review process. Some of this material may be provided to the reviewer prior to the review date. This material may include:
      - Agency and/or Program Brochure; sample case record format to facilitate chart review; schedule of program activities; program mission statement; program objectives and philosophy; and criteria for client admission, movement through treatment phases and completion
    - Provide to the program being reviewed Innovative/Promising Program Activities Form.

*It is suggested that the Reviewer send a confirmation letter to the program noting the date and format of the review (see example).*

2. It is recommended that the review begin with introductions during which:
  - The reviewers explain the purpose of the review and how it will be conducted and ask, again, if there are any specific areas that they would like to focus on during the review.
  - The program being reviewed provides the reviewer(s) with a general overview of the program's operations, including types of services, staffing, and census.
  - If possible, the initial meeting should include any staff member (e.g. program manager, admissions officer, clinicians, etc.) who will participate in the review process.
3. A tour of the facility following the introductory meeting is recommended.
4. If a review team is reviewing the program, it is recommended that the team disperse after the tour to conduct their review tasks.
5. Completion of the clinical section for treatment programs is required to meet Federal Block Grant Funding requirements.
6. The reviewer is encouraged to be as detailed as possible in order to highlight the innovative and promising practice activities of the program being reviewed.
7. Reviewers identifying a **Quality Improvement Practice (QUIP)** must complete section III. Quality Improvement Practices and send it to ASAP within seven days of the review (email or fax at the address below). The entire report does not have to be completed for this to occur
8. Within one week after the on-site visit, the reviewer should provide a draft of the report to the program.

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9. The program may respond, verbally or in writing, to the reviewer to determine the information included in the final report.
10. Within 30 calendar days of the program review, the reviewer is to complete a final report and send it (e-mail, hard copy or on disk) to:

Alcoholism and Substance Abuse Providers  
of New York State (ASAP)  
1 Columbia Place  
Albany, New York 12207  
asap@asapnys.org