

Association of



*Professional
Behavior Analysts*

**Association of Professional Behavior Analysts
Policy on Development and Dissemination of Practice Guidelines**

Proposed: October 26, 2013

Adopted: October 26, 2013

The following procedures shall be used in each project to develop guidelines or standards for the professional practice of applied behavior analysis:

1. The Board of Directors shall authorize each such project by majority vote.
2. The Board of Directors shall appoint a Steering Committee comprising no more than 3 current Directors, one of whom may be the Executive Director. One member of the steering committee shall be appointed to chair the project.
3. The Steering Committee shall identify, develop, or adapt
 - a. Backgrounds and characteristics of individuals to serve on the guidelines development group (GDP).
 - b. Procedures for recruiting the GDP.
 - c. Conflict of interest disclosure forms and procedures for identifying and remediating any conflicts of interest among members of the GDP.
 - d. General parameters for evidence to be considered by the GDP (original scientific studies, systematic reviews, technology assessments, meta- or mega-analyses; published and/or unpublished studies; databases to be searched; etc.)
 - e. Standards and protocols for the GDP to use in selecting evidence to be reviewed, evaluating the evidence, summarizing evaluations, and developing recommendations.
 - f. Specific procedures, timelines, and assignments for completing the project.

4. The GDP shall identify, develop, or adapt
 - a. Criteria for including and excluding sources of evidence.
 - b. Individuals to conduct literature searches.
 - c. Procedures for training members of the GDP to use the evidence evaluation protocol.
 - d. Assignment of evidence evaluation tasks to its members.
 - e. Procedures and assignments for drafting guidelines based on the evidence evaluations.
 - f. Backgrounds and characteristics of external reviewers of draft guidelines.
 - g. Procedures for soliciting, aggregating, and analyzing external reviews and revising the guidelines.

5. Completed guidelines must be approved by the APBA Board of Directors, who will determine how to disseminate them in coordination with the APBA Executive Director.