Statewide EBP Training, Coaching and QA Guidance and FAQ

This guidance document summarizes the shared themes from eight Minnesota counties that have developed their own Evidence-Based Practice (EBP) training and refresher guidelines. It provides a formal, structured overview meant to help other agencies review common approaches and use these examples as a building block if they choose to create their own guidelines. In addition, this document helps staff understand how to obtain the annual EBP training, refresher, and Communities of Practice (CoP) hours required under the statewide policy.

Annual Required EBP Hours

The statewide policy requires all applicable staff to complete at least 16 hours of EBP training, refreshers, or CoPs per year; however, some agencies require more than 16 hours based on local decisions and needs. Typically, staff complete 12 active hours and 4 passive hours.

Active EBP Training Examples

- EBP Training and refreshers with skill practice
- Motivational Interviewing (MI) refreshers with skill practice
- Core Correctional Practices (CCP) refreshers with skill practice
- Validated assessment refreshers (LS/CMI, YLS)
- Cognitive Behavioral Intervention (CBI) refreshers with skill practice
- Case planning refreshers with skill practice
- Communities of Practice (CoPs) with skill practice
- Live EBP Café participation
- Trainer certification activities (training for trainers)
- One-on-one EBP coaching sessions with skill practice
- Conference EBP workshops involving skill practice

Passive EBP Training Examples

- Webinars without skill practice
- Recorded training sessions
- Reading EBP-related materials
- Watching EBP training videos
- Conference EBP sessions without skill practice
- Recorded EBP Café sessions
- Non-interactive virtual EBP learning

Initial Training Requirements for New Staff

New staff are required to complete MI I & II, Core Correctional Practices, validated assessments, Cognitive Behavioral Interventions, and case planning during their first year.

Non-Qualifying Activities

- IT or technology training
- HR, benefits, or wellness presentations
- Job shadowing without skill practice
- Observation-only activities
- General administrative training

Quality Assurance and Tracking Across Agencies

The eight county guidelines differ in their specific tracking systems, but all follow the statewide expectation that EBP implementation must be reinforced through ongoing quality assurance (QA) and documented progress. Statewide standards were developed because an assessment found limited and inconsistent QA across Minnesota, which hindered agents' ability to effectively apply EBP skills. Under the new statewide system, QA is one of the three required pillars (training, coaching, and QA), and agencies must report progress and adherence in future comprehensive plans.