

Recording EBP Cycles Interrupted by COVID-19

1. Record all implementation data up to when the cycle was interrupted.

This is simply recording implementation data as usual.

2. Indicate “this cycle was disrupted due to COVID-19” in the “notes regarding this cycle.”

On the ORS home screen, click the “Update an existing EBP cycle” button and then “Review & submit cycle.” Find the appropriate cycle.

The space for “notes regarding this cycle” field appears near the bottom of this screen.

Do not attempt to “submit” the cycle at this time – it will not work.

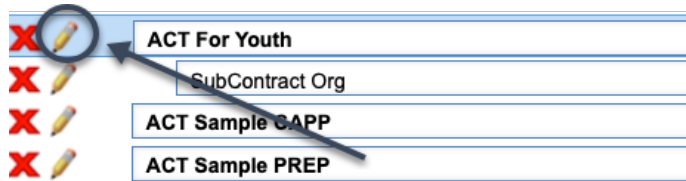
3. Mark the cycle as “incomplete.” **(This must be done by someone with “supervisor” level privileges in the Online Reporting System.)**

On the ORS home screen, click the “Organizations” button and then “Edit/Review Organization.”

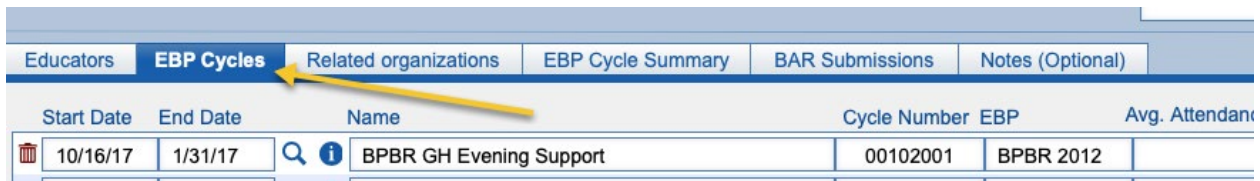




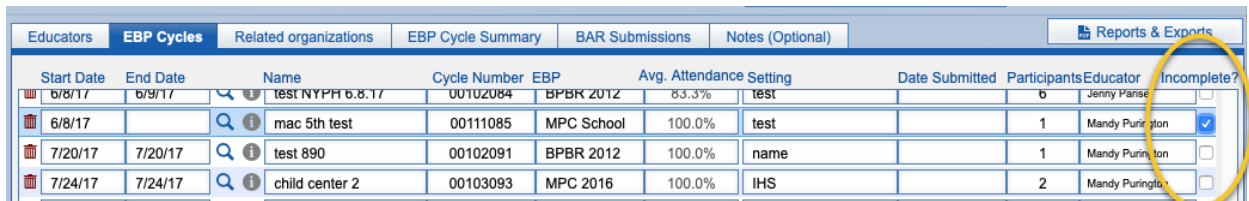
Click the pencil icon next to your organization’s name.



Click the tab labeled “EBP Cycles.”



Each row is one EBP cycle. Find the one that should be marked as incomplete and check the box under the header “Incomplete?”



You’re done reporting on this cycle! We have all the implementation and we know the cycle was not completed.

Note—Biannual Report: In the barriers/challenges section of the biannual report, supervisors should briefly describe cycles that were interrupted and planned cycles that you were unable to start.