

Policy and Procedures for Promoting, Approving, and Disseminating AACPDM Evidence Reports

*December, 1998 Initial Document Approved by Treatment Outcomes Committee
February, 2002 Revised Document Approved by Treatment Outcomes Committee and Board of Directors*

The essential activity of the Treatment Outcomes Committee is promoting and coordinating the preparation and maintenance of the AACPDM Database of Evidence Reports (i.e., systematic reviews of the existing evidence about medical and psychosocial effects of healthcare interventions for specific populations). These evidence reports are intended to provide ready access to the published evidence and are descriptive in nature; they contain no formal practice guidelines or explicit recommendations for practice. Evidence Reports are developed and maintained by co-authors, edited and approved by a Treatment Outcomes Committee Review Panel, and sanctioned by the AACPDM Board of Directors according to the policy and procedures herein.

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1.0 History

September 1994 The Treatment Outcomes Committee was formed and charged by the Board of Directors with stimulating and managing the review of treatment outcomes under the auspices of the Academy. The two-fold purpose was 1) to further efforts to provide a scientific foundation for improving the quality of health care services to people with developmental disabilities and 2) to stimulate research that will move the field forward .

December 1998 The *AACPDM Methodology for Developing Evidence Tables and Reviewing Treatment Outcomes*, a methodology for systematic review of treatment outcomes, as well as the *Policy and Procedures for Promoting, Approving and Disseminating AACPDM Evidence Reports*, were approved by the Committee and published on-line. Both were discussed in an open forum to all interested persons at the 1999 annual meeting to which Board members, Committee chairpersons, and past Presidents, were specifically invited. The first of the systematic reviews, to be known as Evidence Reports, was also presented at a symposium giving the Academy leadership and members at large an additional opportunity to comment on the methodology and procedures promulgated by the Committee.

2000 The first AACPDM Evidence Report was published on-line at www.aacpdm.org and in *Developmental Medicine and Child Neurology*.

March 2001 The Board revisited the original charge and procedures of the Committee with deliberation about whether the Committee should also be developing guidelines for best practices and/or algorithms of care as a part of the Evidence Reports. The consensus was that the Evidence Reports should remain evaluative reviews restricted to describing the state of scientific knowledge. Further, the Board added a more direct Board sanction procedure for the Evidence Reports.

2.0 Announcement of Project and Invitation to Participate

The Committee will educate the membership about the development and publication of AACPDM Evidence Reports, in general and in particular, annually through a variety of means (e.g., handout with the meeting packets, Academy newsletters, Academy web site) and will actively solicit participation by all interested Academy members.

3.0 Format of Evidence Reports

3.1 Guidelines for Developing Evidence Tables and Reviewing Outcomes

The production of all evidence tables and analysis of the data that constitute the basis of AACPDMD Evidence Reports must follow the step-by-step guidelines described in the *AACPDMD Methodology for Developing Evidence Tables and Reviewing Treatment Outcomes* on the AACPDMD web site at www.aacpdm.org. The review authors must organize intervention outcomes in this predefined manner and answer these predefined questions to develop descriptive conclusions about the scientific evidence. The reports will end with a summary of the evidence and suggestions for future research. Explicit recommendations for practice will not be made in these reports.

3.2 Standard Introduction for Published Reports

Each published evidence report will begin with the following sections verbatim:

Objective

The objective of the American Academy for Cerebral Palsy and Developmental Medicine (AACPDMD) evidence reports is to provide the biomedical research and clinical practice communities with the current state of evidence about various interventions for the management of developmental disabilities. The AACPDMD evidence reports aggregate all that has been published about outcomes of an intervention for a medical condition, gauge the credibility (i.e., strength of the internal validity) of that evidence, and identify gaps in our scientific knowledge. The original version of this report was published in The AACPDMD Database of Evidence Reports on the Internet at www.aacpdm.org where evidence reports are regularly updated to include new research.

The AACPDMD reviews are not evidence-based “practice guidelines”. As yet, the bodies of evidence in developmental disabilities are neither robust nor comprehensive enough to allow confident generalization to groups of people-at-large, a prerequisite for evidence-based practice guidelines. Moreover, absence of evidence of effectiveness in an evidence report should not be construed as proof that a treatment is not effective; rather, it may reflect areas in which more meaningful research is needed. In the meanwhile, clinicians must be circumspect about their treatment recommendations, relying on current “best evidence” to inform individual choice.^a (Footnote: ^a “Best evidence” is represented by the study (or studies) in the evidence report that most closely approximates the patient characteristics of interest to the clinician, that used a therapeutic regime most like the one the clinician can provide, that investigated outcomes of greatest concern to this patient, and that provides the most credible or internally valid results.)

Disclosure

Every effort has been made to assure that AACPDMD Evidence Reports are free from any real or perceived bias. The Academy’s editorial review panel is a multidisciplinary group comprised of the current members of the AACPDMD Treatment Outcomes Committee who serve three-year rotating terms. This Committee may invite up to two additional reviewers to encourage substantive input by knowledgeable proponents of all points of view. Potential

conflicts of interest by authors and reviewers have been disclosed and are documented in The AACPDM Database of Evidence Reports. The Treatment Outcomes Committee is charged and overseen by the AACPDM Board of Directors with the task of developing evidence reports and operates under an approved methodology of systematic review of the scientific literature and under approved procedures .^{1,2} Final sanction for each report is granted by the Board.

(Reference 1: Butler C. (1998) AACPDM Methodology for Developing Evidence Tables and Reviewing Treatment Outcome Research. Internet at www.aacpdm.org: American Academy for Cerebral Palsy and Developmental Medicine. Treatment Outcomes Committee; Reference 2: Policy and Procedures for Promoting, Reviewing and Disseminating Evidence Reports. Both on the Internet at www.aacpdm.org: American Academy for Cerebral Palsy and Developmental Medicine.)

Consensus Process

The review authors organize intervention outcomes in a predefined manner and answer predefined questions to develop conclusions about the scientific evidence. Members of the editorial review panel give their input and resolve any differing opinions to reach agreement about statements made therein on behalf of the Academy.

Nevertheless, the data in an AACPDM Evidence Report can be interpreted differently, depending on people's perspectives. Please consider the conclusions presented carefully.

4.0 Conflicts of Interest and Disclosure

4.1 General Policy

AACPDM Evidence Reports should be as free as possible of any real or perceived bias or conflict of interest in either the conduct of the review or the reporting of the evidence. Disclosing a conflict of interest does not necessarily reduce the worth of a review and it does not imply dishonesty. However, conflicts of interest can influence judgments in subtle ways (e.g., the inclusion or exclusion of studies, assessments of the validity of included studies or the interpretation of data). This policy seeks to manage that potential through advance disclosure and appropriate safeguards against possible conflicts.

‘Conflict of interest’ refers to any circumstance that is capable of affecting the judgment of anyone who influences the content of the Evidence Reports. Therefore, conflicts of interest must be disclosed to the Treatment Outcomes Committee and documented for readers to decide for themselves how important it is. Conflicts of interest include not only financial conflicts but also personal, political, academic and other possible conflicts (e.g., related to activities of spouses or children).

While financial interests related to the topic of an Evidence Report are not necessarily improper and may merely present the potential for conflict of interest, financial conflicts of interest cause the most concern and must be reported. It is a matter of policy that anyone with direct funding from a single source with a vested interest in the results of the review is not an acceptable author. The receipt of any benefit in cash or kind, any hospitality, or any subsidy derived from any source that may have or be perceived to have an interest in the outcome of the review must be disclosed. Receipt of benefits from any source of sponsored research must also be acknowledged.

Any personal, political, academic or other interest of authors or Review Panel members that might unduly influence judgments made in an evidence report should also be reported.

If the proposal of any author or Review Panel member raises a question of serious conflict of interest, the Treatment Outcomes Committee will constitute a subcommittee to review potential conflicts and offer recommendations for their resolution.

4.2 Disclosure

Authors (before development of an Evidence Report begins) and editorial Review Panel members (upon the convening of Review Panel) should informally disclose any potential conflicts to the Treatment Outcomes Committee designee even when they are confident that their judgments were not or will not be influenced. Formal disclosure will be documented in the *AACPDM Database of Evidence Reports* and the location of this documentation will be noted in any print publications so that interested readers can access the disclosure statements themselves.

To help ensure the integrity and perceived integrity of AACPDM Evidence Reports, all Authors and Review Panel members must sign a formal statement of Conditions of Publication (Addendum 9.1) which contains a disclosure of any potential conflicts of interest

5.0 Topic Selection

Topics will be selected in one of two ways.

1. Each year at the annual meeting, the Committee will develop and prioritize a list of topics to be pursued during the coming year. Each topic will be clearly defined by the specific intervention and target population to be reviewed.
2. The Committee will encourage wide participation in this project and, therefore, will consider and may choose topics submitted by individuals.

The Committee will maintain a list of topics being developed and a schedule of the updating of reports already in the Database. .

6.0 Author Selection

Authors will be selected in one of three ways, keeping in mind that the AACPD M Evidence Reports must be as free as possible from any real or perceived bias.

1. The Committee will invite authors to review the evidence about one of the Committee targeted interventions and populations.
2. The Committee will entertain requests from members who offer to do the review of a listed topic.
3. The Committee will entertain proposals from authors who propose other topics for review.

Single authorship is not acceptable. There must be at least two authors in order to encourage more thorough, broad-based, and objective consideration of the reviewed evidence.

Authors will designate one as the first author. This author will be responsible for managing all interaction with the Committee during its review/approval process and subsequent interaction regarding DMCN or other publication.

The Committee will maintain a list of all authors who are responsible for developing new Evidence Reports and updating or maintaining existing Evidence Reports.

7.0 Review and Approval of Evidence Reports

7.1 Committee Approval

7.11 Activating the Editorial Review/Approval Panel

When the authors have completed the initial draft of their Evidence Report, the first author will notify the Committee chairperson (or designee) that the report is ready for committee review and input. The authors will, at that time, supply a standard written statement of disclosure of conflicts of interests (Addendum A) to this committee representative.

The Committee designee will convene a review panel as follows; each panel will remain convened until the final draft of the evidence report is accepted by DMCN for publication.

1. A first-draft Evidence Report editorial Review Panel will be composed of five of the current Treatment Outcomes Committee members. The Committee designee will review the background of the current committee members to determine whether this group alone can provide substantive input by knowledgeable proponents of all points of view about the topic. If not, the Committee representative, with concurrence of the Committee Chairperson, may invite up to two additional Review Panel members from within or outside the Committee to encourage substantive review. These additional reviewers will receive a standard letter of invitation (Addendum C) sent by the Committee designee describing the review and consensus process in which they are being asked to participate.
2. The Committee designee will notify panel members, ascertain potential conflicts of interest in writing using a standard letter or e-mail message (Addendum B), and confirm availability to participate in a timely manner.

7.12 The Editorial Review and Consensus Process

The initial Review Panel members will review the article and collectively determine which revisions, if any, are necessary to secure approval of the Committee on behalf of the

Academy. The task of the editorial Review Panel and authors will be to arrive at statements that the Academy, as a whole, can support.

- a) The lead author will send a copy of the Evidence Report draft to each initial Review Panel member.
- b) All input from reviewers will be returned in a timely manner to the lead author who will make revisions and resolve any differences of opinion/recommendations for statements in consultation with the Committee designee.
- c) In the event of dissenting views among the initial review panel members and/or authors about any of the content, the Committee designee will implement efforts to reach consensus by all. Given that the task of the evidence reports is to *aggregate and describe* the existing published treatment outcomes--and not make any recommendations or draw any conclusions about implications for practice—finding consensus about description of the evidence is a reasonable expectation. If consensus cannot be found on a point, however, the Committee designee and chairperson will determine how to proceed.
- d) The first author will maintain a list of the names and dates on which every member of the Review Panel has signed off on various drafts and provide this to the Committee designee, if requested.
- e) Once this initial Review Panel input is incorporated into the article by the authors and consensus reached by all parties, the final draft of the Evidence Report will be submitted to the entire Review Panel by the first author. This final Review Panel will consist of the initial Review Panel plus all the remaining members of the current Treatment Outcomes Committee and the Board member liaison to the Committee. At the same time, the Committee designee will send the Conditions of Publications to the authors (Addendum Section 9.11) and to the reviewers making up the final Review Panel (Addendum Section 9.12); this must be signed and returned by each and will constitute approval of the document and recommendation to the Board to confer Academy imprimatur.

7.2 Sanction by Board of Directors

The draft approved by the Treatment Outcomes Review Panel will be sent to the President of the AACPDM for Board oversight. Board approval, i.e., official sanction, will be provided to the Committee by the President (Addendum Section 9.13) and it will be documented in *the AACPDM Database of Evidence Reports*. Upon Board sanction, the Evidence Report will immediately be submitted to the Academy Web Master for publication in the Database.

7.21 Academy Imprimatur

AACPDM will be conveyed in all publications as follows:

Title: **AACPDM Evidence Report: Effects of (Name of Intervention) for (Name of Medical Condition).**

Credit for the articles will be given after the title as follows:

Authored by: (list of authors' names)

Approved by AACPDM Treatment Outcomes Committee Review Panel: (list of review panel members' names).

American Academy for Cerebral Palsy and Developmental Medicine, 6300 North River Road, Suite 727, Rosemont, IL 60068-4226, USA.

8.0 Evidence Report Dissemination

The authors will grant license to the AACPDM to incorporate all new and updated Evidence Reports that they provide to the Treatment Outcomes Committee into *The AACPDM Database of Evidence Reports*. These documents will have Academy imprimatur but only the Academy can publish or present them as such by direct action of the Committee. However, the authors retain intellectual rights to the contents of the Evidence Report and can present the material in conferences or publish it in print media but not as an official AACPDM document.

The authors will provide an electronic copy of the original (and up-dated) report to the Committee designee who will send it to the Web Master and a floppy disk copy to the Committee designee who will place it on file in the Academy office.

8.1 With Academy Imprimatur

The Committee will work with the Web Page Committee, the Publication Committee, and the Scientific Program Committee to disseminate the Evidence Reports and will inform the Board of Directors about collateral issues that may warrant Academy attention.

8.11 On-Line Publication: *The AACPDM Database of Evidence Reports*

New or up-dated Evidence Reports will be published first in *the AACPDM Database of Evidence Reports* and will immediately appear there upon their sanction by the Board.

8.111 Updating of Evidence Reports

It will be the responsibility of the authors of the original evidence reports to update them every three years. In the event that none of the authors can do so,

the Committee will designate someone else to do so as soon as possible. Until an evidence report is up-dated, and regardless of how long, it will remain in the Database since readers will know how current it may or may not be from the original and/or up-date publication date(s) at the beginning of each on-line report.

Authors who update a report will accept the coding of the authors of the original report. They will add new studies to the tables and make changes throughout the text occasioned by these additions.

8.12 Other Publication

As part of or in conjunction or connection with such Database, the authors will grant license to the AACPDPM to publish, reproduce, print, copy, vend, market, disseminate via electronic networks, amend, translate, adapt, make derivative works based upon, distribute copies of, use and display an Evidence Report and any such derivative works.

The Treatment Outcomes Committee may wish to seek co-publication of AACPDPM Evidence Reports in peer-reviewed medical journals, particularly in those journals that have expressed enthusiasm for co-publication. There is one essential condition of co-publication with *the AACPDPM Database of Evidence Reports*: AACPDPM Evidence Reports must remain free for dissemination in any and all media, without restriction from any of them. To ensure this, AACPDPM Evidence Report authors will grant the Academy world-wide licenses for these activities, and will not sign over exclusive copyright to any journal or publisher. A journal is free to request a non-exclusive copyright that permits it to publish and re-publish a review, but this cannot restrict the publication of the review by the AACPDPM in whatever form the Academy feels appropriate.

Publication of an Evidence Report in a journal is strongly discouraged before the Report is published in the AACPDPM Database. In part, this is because publication in print is necessarily subject to lengthy production times, and the material in these reports is time sensitive. In other words, the reports can become out-of-date before they reach initial publication. The Committee should not unduly delay publication of an Evidence Report because of delays induced by a journal.

Journals can also request revision of an Evidence Report for editorial or content reasons. External peer review provided by journals may enhance the value of the review and should be welcomed.

Journals generally may require shorter reviews than those published in *the AACPDPM Database of Evidence Reports*. Selective shortening of reports may be appropriate, but there should not be any substantive differences between the Report as published in the journal and in the AACPDPM Database. If a shortened report is published in a journal, it should be noted in the article that a fuller and maintained version of the Report is available in the AACPDPM Database. Typically, this should be done by including a statement such as the following in the introduction: 'A more detailed report has been published and will be updated in *the AACPDPM Database of Evidence Reports*.'

After a version of an AACPDPM Evidence Report has been published in a journal, a reference to the journal publication should be added under the heading in the Database, 'Other published versions of this review'.

8.13 Print Publication: *DMCN*

The Treatment Outcomes Committee has sought co-publication of AACPD M Evidence Reports in *Developmental Medicine and Child Neurology*. DMCN has agreed, in principle, to publish Evidence Reports with Academy imprimatur that have been submitted by the Treatment Outcomes Committee. However, these reports are subject to external peer review by the journal and may require revisions.

Specific Procedures

1. The Committee Chairperson or designee will provide a cover letter (Addendum 9.5) that the authors submit along with their Evidence Report to DMCN assuring that there is Academy sanction for it.
2. The authors will be responsible for dealing directly with DMCN about DMCN publication requirements, but the authors will communicate with the Committee designee about the types and extent of revisions requested by the DMCN referees. The authors will not make substantive changes to an article that had already been approved by the Committee and the Board. If substantive changes are necessary, the revised article must be resubmitted to the Treatment Outcomes Review Panel and Board President for re-approval prior to its publication in DMCN as an Academy document.
3. See preceding section.

8.14 Presentations at Academy Meetings

The Committee will work with the Scientific Program Committee to disseminate information from or about the evidence reports at the annual meetings in some forum, i.e., handouts, a symposium, an instructional course, a special section of the free papers presentations, breakfast or roundtable session, or poster session. In addition, the Committee will inform the Board about collateral issues (e.g., issues in critical appraisal, educating funding agencies about the gaps in research identified by the evidence tables) that warrant Academy attention.

8.2 Use of Material by Authors Separate from Academy Imprimatur

Authors maintain intellectual rights to the contents of the Evidence Report and can present the material in conferences or publish it in other formats but may not hold the material out as Academy-approved. When doing so, authors will acknowledge in the introduction to the paper that the paper is based on an AACPD M Evidence Report and they will include an appropriate reference to its publication in the AACPD M Database. Material from the Evidence Reports cannot be subject to the exclusive copyright requested by some journals.

Authors are strongly discouraged from publishing or presenting material from an Evidence Report in any form before the report is ready for publication in *the AACPD M Database of Evidence Reports*. However, authors may need to make a presentation at a meeting prior to this or a journal may insist that its publication of the material must precede publication in any other form, including the AACPD M Database. When this is the case, authors should consult with the Treatment Outcomes Committee Chairperson for guidance

and permission. Delay of publication of evidence reports in the Database should be avoided because these reports can quickly become out-of-date due to publication of new evidence. Publication in print is subject to lengthy production times and, therefore, will unduly delay access of this information.

When authors present or publish material from an Evidence Report outside the auspices of the Academy, they should include the following sentence, “This material was originally prepared under the aegis of the American Academy for Cerebral Palsy and Developmental Medicine. The official and detailed Evidence Report appears in the AACPDM Database of Evidence Reports on the Internet at www.aacpdm.org and is updated regularly.” The passage can be provided to journal editors upon submission of material for publication, and the letter of submission should be copied to the Treatment Outcomes Committee for information. This policy and procedure may be new to some journal editors and may require direct discussion with the journal editor although it is the same policy used by the Cochrane Collaboration for its systematic reviews of randomized controlled trials. The AACPDM Treatment Outcomes Committee should be informed of any problems encountered in this process.

9.0 Addendums

9.1 CONDITIONS OF PUBLICATION

9.11 For Authors

Authors’ Conditions of Publication The AACPDM Database of Evidence Reports

Title of Evidence Report:

Authors:

This form must be filled out, signed by all authors, and returned to the Treatment Outcomes Committee designee before your review can be published as an AACPDM Evidence Report. A new form should be filled out for every substantive revision.

My signature on this document affirms that I agree to the conditions listed below for inclusion of my review in *The AACPDM Database of Evidence Reports* .

- I understand that to be published in *The AACPDM Database of Evidence Reports* a review must be approved by a editorial review panel of the AACPDM Treatment Outcomes Committee. The editorial review panel has the right to transfer responsibility for this Evidence Report if the report does not meet the standards for these systematic reviews as published in the *AACPDM Methodology for Developing Evidence Tables and Reviewing Treatment Outcomes* and in the *Policies and Procedures for Promoting, Approving, and Disseminating AACPDM Evidence Reports* (both on-line at www.aacpdm.org).

- I have participated sufficiently in the development of this Evidence Report and its subsequent editorial process with the Treatment Outcomes Review Panel to reach consensus about statements made therein. I have written the final version of the evidence report incorporating the editorial input. I take public responsibility for the Report and approve its public dissemination on behalf of the Academy.
- I agree to maintain this Evidence Report in light of new evidence, comments, and other developments, and to update the Evidence Report, as appropriate, at least every other year or transfer responsibility for maintaining the Evidence Report to others. The Treatment Outcomes Committee has the right to transfer responsibility for this Evidence Report if the report is not kept up to date.
- I certify that any past or present affiliations with or involvement in any organization or entity with a direct financial interest in the subject matter or materials discussed in the Evidence Report (e.g. employment, consultancies, stock ownership, honoraria, expert testimony) are listed below. Specify any affiliation or involvement that might be perceived as a possible conflict of interest. Write "None known" if this is the case. I understand that this disclosure will be documented in the *The AACPDM Database of Evidence Reports*.
- I grant license to the AACPDM to incorporate in *The AACPDM Database of Evidence Reports* all evidence report material that I have provided to the Treatment Outcomes Committee and all updated material that I shall in the future provide to the Treatment Outcomes Committee ; and as part of or in conjunction or connection with such Database, to publish, reproduce, print, copy, vend, market, disseminate via electronic networks, amend, translate, adapt, make derivative works based upon, distribute copies of, use and display the material and any such derivative works.
- I maintain intellectual rights to the contents of the Evidence Report and can present this in conferences or publish this in other formats in print media, but not as an AACPDM Evidence Report. When doing so I will acknowledge in the introduction to the paper that it is based on an AACPDM Evidence Report and include an appropriate reference to that. I will not publish or grant the right to publish the contents of the evidence report without first obtaining permission from the AACPDM Treatment Outcomes Committee and/or Publication Committee.

Person taking principal responsibility for this Evidence Report, i.e., 1st author

Name:

Mailing address:

Phone:

Fax:

E-Mail:

Conflict of interest:

Signature:

Date:

Co-authors

Name:

Mailing address:

Phone:

Fax:

E-Mail:

Conflict of interest:

Signature:

Date:

9.12 For Editorial Review Panel Members**Reviewers' Conditions of Publication
The AACPDM Database of Evidence Reports****Title of Evidence Report:****Editorial Review Panel Members:**

This form must be filled out, signed by all Editorial Review Panel Members, and returned to the Treatment Outcomes Committee designee before your review can be published as an AACPDM Evidence Report. A new form should be filled out for every substantive revision.

My signature on this document affirms that I agree to the conditions listed below for inclusion of my participation in this review in *The AACPDM Database of Evidence Reports*

- I understand that to be published in *The AACPDM Database of Evidence Reports* a review must be approved by a editorial review panel of the AACPDM Treatment Outcomes Committee. The editorial review panel has the right to transfer responsibility for this Evidence Report if the report does not meet the standards for these systematic reviews as published in the *AACPDM Methodology for Developing Evidence Tables and Reviewing Treatment Outcomes* and in the *Policies and Procedures for Promoting, Approving, and Disseminating AACPDM Evidence Reports* (both on-line at www.aacpdm.org).
- I have participated sufficiently in the editorial review process of this Evidence Report to reach consensus about statements made therein. I take public responsibility for the Report on behalf of the Academy and approve its public dissemination
- I certify that any past or present affiliations with or involvement in any organization or entity with a direct financial interest in the subject matter or materials discussed in the Evidence Report (e.g. employment, consultancies, stock ownership, honoraria, expert

testimony) are listed below. Specify any affiliation or involvement that might be perceived as a possible conflict of interest. Write "None known" if this is the case. I understand that this disclosure will be documented in the *The AACPDM Database of Evidence Reports*.

- I grant license to the AACPDM to incorporate in *The AACPDM Database of Evidence Reports* all evidence report material that I have approved to the Treatment Outcomes Committee ; and as part of or in conjunction or connection with such Database, to publish, reproduce, print, copy, vend, market, disseminate via electronic networks, amend, translate, adapt, make derivative works based upon, distribute copies of, use and display the material and any such derivative works.
- The authors maintain intellectual rights to the contents of the Evidence Report and can present this in conferences or publish this in other formats in print media, but not as an AACPDM Evidence Report. When doing so they will acknowledge in the introduction to the paper that it is based on an AACPDM Evidence Report and include an appropriate reference to that. They will not publish or grant the right to publish the contents of the evidence report without first obtaining permission from the AACPDM Treatment Outcomes Committee and/or Publication Committee.

Name:

Mailing address:

Phone:

Fax:

E-Mail:

Conflict of interest:

Signature:

Date:

9.12 For Board of Directors

On behalf of the Board of Directors, my signature on this document affirms that the Board approves this Evidence Report for inclusion in *The AACPD M Database of Evidence Reports*

To be signed by President of the Board

Name:

Signature:

Date:

9.2 Initial Letter to Authors

re: Confirming Development or Maintenance of Evidence Reports and Introducing Conditions of Publication of AACPDM Evidence Reports

To: Co-Authors of New Evidence Reports

Topic: AACPDM Evidence Report: Effects of _____ for

To be Co-Authored by: (name)

From: Treatment Outcomes Committee Chairperson (name)

Date:

On behalf of the Academy, the Treatment Outcomes Committee welcomes and appreciates your participation in creating (or maintaining) *The AACPDM Database of Evidence Reports*. This letter is to confirm the understanding of the Treatment Outcomes Committee that you and your co-authors will develop and maintain this evidence report according to the *AACPDM Methodology for Developing Evidence Reports and Reviewing Treatment Outcomes Research* and according to the *Policy and Procedures for Promoting, Approving, and Disseminating AACPDM Evidence Reports*, on-line manuals for authors and editorial review panel members at www.aacpdm.org.

To help ensure the integrity and perceived integrity of AACPDM Evidence Reports, before any publication, all authors and editorial Review Panel members must disclose any potential conflicts of interest and must state willingness to take public responsibility for the Evidence Report on behalf of the American Academy for Cerebral Palsy and Developmental Medicine. For your information, the formal statement of Conditions of Publication that you must sign upon completion of the review and approval of the Evidence Report for Academy imprimatur is enclosed. This statement includes disclosure of potential conflicts along with your formal approval of the report for publication and agreements regarding related issues. This formal statement will be documented in *The AACPDM Database of Evidence Reports*.

You are asked at this time, however, to informally disclose any potential conflicts of interest to me or the Treatment Outcomes Committee designee whom I will name, even if you are confident that your judgments will not be influenced. In addition, you are asked to designate one author to be first author and the person who will be responsible for working with the editorial Review Panel and the Committee designee to resolve any differences of opinion and otherwise incorporate input to reach consensus about all statements made about the evidence in the report.

On behalf of the Committee, we look forward to working together to build this Database that will provide ready access to the current state of evidence about various interventions for the management of developmental disabilities for our clinical practice and biomedical research communities.

Enclosure: 9.1 Authors' Conditions of Publication

9.3 Initial Letter to Review Panel Members

re: Notifying the Convening of a Panel: Request for Disclosure of Potential Conflicts of Interest and Availability to Participate; and Introducing Conditions of Publication of AACPDM Evidence Reports

To: Treatment Outcome Committee Members and Invited Panel Reviewers

From: TOC Chairperson

Re: Convening Review Panel for AACPDM Evidence Report: (name)

Date:

Shortly, the lead and contact author of this Evidence Report will be sending you their initial draft of the Report. The authors must have organized intervention outcomes in a predefined manner and answered predefined questions to develop descriptive conclusions about the scientific evidence according to the approved methodology of systematic review which is published on-line at www.aacpdm.org, and to format their report accordingly. Members of this editorial review panel will give their input and work with the contact author to resolve any differing opinions according to the *Policy and Procedures for Promoting, Approving and Disseminating AACDPM Evidence Reports*, also published on-line at www.aacpdm.org. Remember that the final Report will reflect consensus reached on statements made therein on behalf of the Academy. This can be expected because the AACPDM reviews are not evidence-based “practice guidelines” nor will explicit recommendations for practice be made in these reviews. They simply aggregate and describe published evidence.

You will be asked to respond to the request in a timely manner to at least an initial and final draft. If your schedule precludes your being able to do so, please let me know now. In addition, you will also need to review the report again in the event of substantive changes required to publish in any other format, i.e., DMCN.

Please review the following documents on-line at www.aacpdm.org to prepare for your participation in this editorial review: the *AACPDM Methodology for Developing Evidence Tables and Reviewing Treatment Outcomes*, and the *Policy and Procedures for Promoting, Reviewing, and Disseminating AACPDM Evidence Reports*.

To help ensure the integrity and perceived integrity of AACPDM Evidence Reports, before any publication, all authors and editorial Review Panel members must disclose any potential conflicts of interest and must state willingness to take public responsibility for the Evidence Report on behalf of the American Academy for Cerebral Palsy and Developmental Medicine. For your information, the formal statement of Conditions of Publication that you must sign upon completion of the review and approval of the Evidence Report for Academy imprimatur is enclosed. This statement includes disclosure of potential conflicts of interest along with your formal approval of the report for publication and agreements regarding related issues. This formal statement will be documented in the *AACPDM Database of Evidence Reports*.

You are asked at this time, however, to informally disclose any potential conflicts of interest to me or the Treatment Outcomes Committee designee whom I will name, even if you are confident that your judgments will not be influenced.

You are also asked at this time to confirm your availability for timely involvement in this review.

Please respond to me ASAP by e-mail or hard copy with one of the following statements:

- 1) My schedule does not allow me to participate in this review because I cannot respond to a request for input within three weeks of receipt of a draft.
- 2) My schedule allows me to participate in this review and I have no potential conflicts of interest related to this topic.
- 3) My schedule allows me to participate in this review, but I have a potential conflict of interest as follows: (describe).

Enclosure: 9.12 Editorial Review Panel Members Conditions of Publication

9.4 Letter of Invitation to Invited Reviewers

Dear-----,

Re: Invitation to join the review panel for the AACPDm Evidence Report: -----.

As you may know, the Treatment Outcomes Committee is charged by the Board of Directors to provide the biomedical research and clinical practice communities with the current state of evidence about various interventions for the management of developmental disabilities. The AACPDm evidence reports aggregate all that has been published about outcomes of an intervention for a medical condition, gauge the credibility (i.e., strength of the internal validity) of that evidence, and identify gaps in our scientific knowledge.

The Treatment Outcomes Committee is charged and overseen by the AACPDm Board of Directors with this task and operates under an approved methodology of systematic review which is published on-line at www.aacpdm.org. The review authors organize intervention outcomes in a predefined manner and answer predefined questions to develop conclusions about the scientific evidence. Members of the review panel give their input and resolve any differing opinions to reach consensus about statements made therein on behalf of the Academy. In the event of dissenting views among the Committee members and/or authors about any of the content, the Committee designee will implement efforts to reach consensus by all. Given that the task of the evidence reports is to *aggregate and describe* the existing published treatment outcomes--and not make any recommendations or draw any conclusions about implications for practice—finding consensus about description of the evidence is a reasonable expectation. If consensus cannot be found on a point, however, the Committee designee and chairperson will determine how to proceed.

The Academy's review panel is a multidisciplinary group comprised of the current members of the AACPDm Treatment Outcomes Committee who serve three-year rotating terms. This Committee may invite up to two additional reviewers to encourage substantive input by knowledgeable proponents of all points of view. Potential conflicts of interest of all of the reviewers will be disclosed and documented in *the AACPDm Database of Evidence Reports*.

The Treatment Outcomes Committee invites your participation in creating (or maintaining) *the AACPDm Database of Evidence Reports*. Specifically, you are being asked to review and comment on working drafts of the report which will be provided to you by the authors. There will be at least two drafts to be reviewed: the first draft to the review panel

and the final draft after review panel input and/or deliberation. Approval by the editorial Review Panel and sign-off will constitute a recommendation to the Board to sanction this Report with Academy imprimatur for publication. Upon Board approval, the Evidence Report will be published in the Database. The Report may also be submitted to *Developmental Medicine and Child Neurology* for print publication. In the event that substantive changes are recommended by the DMCN referees, this revised draft will have to be re-approved by the Committee and AACPDM Board before publication can occur..

All timely input by the Review Panel will be considered and accommodated by the authors to reach statements with which all authors and reviewers can agree. In the event of differing opinions about wording that cannot be resolved between the authors and reviewers, the Committee Chairperson can be notified by any person involved in the report. The Chairperson or a Committee designee will determine how to proceed.

The Academy appreciates your willingness to participate in this project to provide a scientific foundation for improving the quality of health care services to people with developmental disabilities, and stimulate research that will move the field forward . On behalf of the Committee, I look forward to hearing from you as soon as possible.

Sincerely,
Treatment Outcomes Committee Chairperson

(When an affirmative response to this letter is received, the Committee Chair or Designee will send this person the 9.3 Initial Letter to Review Panel Members and the 9.12 Reviewers' Conditions of Publication.)

9.5 Committee Cover Letter for AACPDM Evidence Report Submission for Publication by DMCN

From: AACPDM Treatment Outcomes Committee Chairperson

RE: Submission of AACPDM Evidence Report for Co-Publication in DMCN

AACPDM Evidence Report: Effects of ----- for -----

This Evidence Report has been approved by the Treatment Outcomes editorial Review Panel and sanctioned by the AACPDM Board of Directors and has been published in *the AACPDM Database of Evidence Reports*. The Treatment Outcomes committee now requests co-publication of this Evidence Report in *Developmental Medicine and Child Neurology*.

In fulfillment of the legal requirements for publication of the enclosed AACPDM Evidence Report, the AACPDM Treatment Outcomes Committee asserts that the following has been done and is documented in the AACPDM Database of Evidence Reports. Thus, the enclosed Evidence Report is being submitted for publication as a document with Academy imprimatur.

- The authors of this Evidence Report have granted license to the AACPDM to co-publish this Evidence Report in *the AACPDM Database of Evidence Reports* and in other forums, including print journals.
- The authors and editorial review panel members have formally agreed that they take public responsibility for the contents of this report and approve its publication.
- The authors and reviewers have formally made disclosure of any potential conflicts of interest.
- The AACPDM Board of Directors has given sanction for submission for publication with Academy imprimatur.

There is one essential condition of co-publication with *the AACPDM Database of Evidence Reports*, however. AACPDM Evidence Reports must remain free for dissemination in any and all media, without restriction from any of them. To ensure this, AACPDM Evidence Report authors grant the Academy world-wide licenses for all dissemination activities, and may not sign over exclusive copyright to any journal or publisher. A journal is free to request a non-exclusive copyright that permits it to publish and re-publish a review, but this cannot restrict the publication of the review by the AACPDM in whatever form the Academy feels appropriate.

Journals can request revision of an Evidence Report for editorial or content reasons. External peer review provided by journals may enhance the value of the review and is welcomed.

Journals may require shorter reviews than those published in *the AACPDM Database of Evidence Reports*. Selective shortening of reports may be appropriate, but there should not be any substantive differences between the Report as published in the AACPDM Database and a print journal. If a shortened report is published in a journal, it should be noted in the journal article that “A more detailed report has been published and will be updated in *the AACPDM Database of Evidence Reports*.”