

Treatment Program Evaluation Checklist

For EAP Professionals & Employers – Bridging the Gaps

Introduction

Evaluating treatment programs is a critical step for ensuring employees or clients receive high-quality care. This checklist provides EAP professionals and employers with a structured way to assess the effectiveness, safety, and suitability of addiction or behavioral health programs.

Use this checklist as a **guide for informed referral decisions**, while maintaining confidentiality and compliance with organizational policies.

1. Program Accreditation & Credentials

- ☐ Is the facility licensed and accredited by relevant regulatory bodies?
 - ☐ Are clinicians certified in evidence-based addiction or mental health treatment modalities?
 - ☐ Does the program follow nationally recognized standards for quality care?
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2. Treatment Approach & Services

- ☐ Does the program offer evidence-based therapies (e.g., CBT, IFS, Motivational Interviewing)?
- ☐ Are medical and psychiatric services available on-site or through qualified partners?
- ☐ Does the program provide a structured continuum of care (e.g., residential, PHP, IOP, aftercare)?

- ☐ Are holistic or complementary services offered (e.g., nutrition support, mindfulness, yoga)?
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3. Staff & Environment

- ☐ Are staff-to-client ratios appropriate for personalized care?
 - ☐ Is the environment safe, comfortable, and supportive for recovery?
 - ☐ Are programs designed to reduce stigma and encourage engagement?
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4. Outcome & Progress Tracking

- ☐ Does the program regularly measure clinical outcomes and client satisfaction?
 - ☐ Are relapse prevention strategies included?
 - ☐ Are aftercare and alumni support options available?
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5. Compliance & Legal Considerations

- ☐ Does the program comply with HIPAA and other privacy regulations?
 - ☐ Are employee-specific considerations, such as workplace leave and coordination with EAP, handled confidentially?
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6. Logistics & Accessibility

- ☐ Is the program location convenient for the employee?
 - ☐ Are telehealth or hybrid treatment options available if needed?
 - ☐ Is the program covered by insurance or easily coordinated with employer benefits?
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7. Evaluation Notes

Use this section to record observations or additional comments for each program evaluated:

Program Name	Strengths	Considerations	Follow-Up Actions	Evaluator Initials
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8. Contact & Support

For further guidance or training:

Bridging the Gaps EAP Support Team

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