

- 1) Local Health Departments that convene their own Local Program Review Panel (LPRP) will recruit and empanel up to 20 people from within their communities to aid in the review of HIV prevention materials as required by and in accordance with CDC guidelines.
- 2) Materials that are designed to address sexually transmitted diseases shall contain medically accurate information regarding the degree to which condoms are effective in preventing the transmission of the specific disease.
- 3) Titles of submitted materials should reflect the content of the activity or program being reviewed. The LPRP will review materials for accuracy.
- 4) LPRP members will often review materials intended for a specific audience and are expected to draw upon the expertise of individuals to competently address cultural sensitivities and linguistic nuances.
- 5) It is suggested that up to five LPRP members be fluent in Spanish and be able to review materials submitted in Spanish. These members will ideally reflect the diversity of Latino/Hispanic populations targeted by these materials.
- 6) LPRP members will correctly understand how HIV is (and is not) transmitted as well as understand the extent to which HIV disease affects the specific audiences for whom materials are intended.
- 7) LPRP members review *only* materials submitted for review and are not empowered to make changes to these items nor evaluate the broader program's proposal.
- 8) The Local Health Department will ensure that LPRP's review assignments are evenly distributed among LPRP members and will create efficiencies when possible.
- 9) A minimum of four LPRP members and one Local Health Department staff person will participate in each LPRP review process.
- 10) LPRP members are encouraged to expedite the review process through the use of e-mail and faxes. Reviewable documents, however, often must be mailed out.
- 11) LPRP members will be required to write their names on the LPRP Review Form for each of the materials they review.
- 12) Material should be reviewed by LPRP and the submitter notified of its approval status within three weeks of its submission.
- 13) If a member of the Oregon HIV Prevention Program is a part of the LPRP review process and the material(s) are approved, those materials will be added to the OPRP Approved Materials List.