

An illustration of four stylized human figures in business attire. In the top left, a person with red hair wears a blue suit and has their right hand raised. In the top right, a person with blonde hair wears a pink sweater and has their right hand raised. In the bottom left, a person with dark hair wears a purple sweater and has their right hand raised. In the bottom right, a person with dark hair wears a white shirt and a red tie, with their right hand raised. A central light green oval with a yellow border contains the text "Oregon Program Review Panel Tutorial".

Oregon Program Review  
Panel Tutorial

# Welcome to the Oregon Program Review Panel

By the end of this tutorial, you will:

- Understand the history of the Program Review Panel process
- Understand the difference between PRP and OPRP
- Be familiar with all of the OPRP materials that are used as part of the OPRP review process
- Understand your role on the OPRP and the expected frequency of the actual reviews
- Be able to demonstrate the skill necessary to successfully review HIV Prevention educational materials.



## What is the PRP and where did it come from?

- Since the inception of HIV prevention funding (around 1985), the Centers for Disease Control and Prevention (CDC) has required grantees to designate a Program Review Panel (PRP) to review HIV prevention education materials prior to dissemination into that state.
- **On June 15, 1992, CDC published a guidance document for this review, “Content of AIDS-Related Written Materials, Pictorial, Audiovisuals, Questionnaires, Survey Instruments, and Educational Sessions in Centers For Disease Control and Prevention Assistance Programs” in the Federal Register (57 FR 26742)**
- In Oregon, these guidelines have been delegated to the Oregon Program Review Panel (OPRP), which is convened by the Oregon Health Authority HIV Prevention Program. All materials that are approved by the OPRP may be used by agencies that directly or indirectly receive CDC funds to support HIV prevention services.



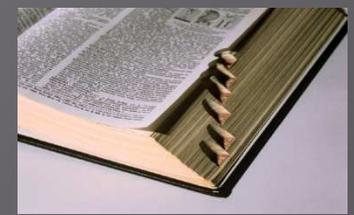
## What is the PRP and where did it come from? – *Continued...*

- ▣ The CDC currently requires all grantees (State agencies and directly-funded agencies that are awarded federal funding by CDC for HIV Prevention) to comply with HIV Content Guidelines
- ▣ Currently, the CDC does not have guidelines to review content of websites that provide HIV prevention education messages in Oregon. However, the Oregon HIV Prevention Program strongly encourages these agencies to place a disclaimer on the front page of their website to advise viewers that some of the information on the website may be inappropriate for some audiences



http://

# PRP Guidelines and Criteria



Specifically, HIV prevention programs and related materials must meet the following criteria:

## WHAT IT SAYS:

Programs and materials must contain information that promotes abstinence from: 1) sexual intercourse except in a mutually monogamous relationship with an uninfected partner; and 2) illegal drug use

Materials must use terms, descriptors, or displays necessary for the intended audience to understand high risk behaviors and explain less risky practices concerning HIV transmission

Programs and materials must not directly promote or encourage heterosexual or homosexual behavior or injection drug use

Educational sessions must not include activities in which attendees participate in sexually suggestive physical contact or actual sexual practices.

## TRANSLATION:

**Within your program, you should have some material that includes information stating that abstinence from sex or drug use is the most effective method for preventing HIV transmission**

**Materials must be clearly understood by the intended audiences with an emphasis on behaviors that would reduce risk of HIV transmission**

**Emphasis should be on risk reduction methods that are effective among all people regardless of sexual orientation, culture, or gender identification**

**Educational sessions should not include sexually suggestive physical contact or actual sexual practices...that's pretty self explanatory!**



## Who can form a PRP?

- ❑ Local health departments that receive CDC funds for HIV prevention purposes have the right to form their own program review panel
- ❑ The CDC has recommended that community-based organizations use a Program Review Panel established by a health department or another CDC-funded organization rather than establish their own PRP
- ❑ Funding reductions from the CDC have prompted the OHA HIV Prevention Program to support the bulk of PRP work through the OPRP process
- ❑ Local LHD-led PRP's are still highly encouraged if resources allow

# Similarities/Differences between the OPRP and a Local PRP

## OPRP

- The OPRP is a statewide representative group of individuals that reside in Oregon and represent individuals from our highest-risk populations;
- The OPRP must have at least 5 members that represent a cross-section of the jurisdiction;
- Each OPRP will rely on the expertise of these individuals who can represent specific audiences when needed;
- OPRP members must be familiar with community norms, values and trends where the prevention activities will take place;
- A member of the OHA HIV Prevention Program will review all materials that are submitted through the OPRP;
- Materials that are approved by the OPRP may be utilized statewide



## Local PRP

- A Local PRP is a diverse cross section of individuals from community-based organizations, LHD's, HIV/AIDS affected communities, persons living with HIV/AIDS, and community members that are not affiliated with any organization;
- Each PRP must have at least 5 members that represent a cross-section of the jurisdiction;
- Each PRP will rely on the expertise of these individuals who can represent specific audiences when needed;
- PRP members must be familiar with community norms, values and trends where the prevention activities will take place;
- Materials that are approved by the Local PRP may *only* be used in that jurisdiction;
- **ALTHOUGH...**
  - *If a member of the OHA HIV Prevention Program participates in the Local PRP process, materials that are approved will appear on the OPRP Approved Materials List*

# Roles of the OPRP and Local PRP



## OPRP

- The OPRP should determine if the content of materials is appropriate for the target audience and in compliance with specific criteria outlined by the CDC
- Approval or denial of materials is based on public health accuracy and the CDC criteria ~ NOT ON PERSONAL TASTE OR POLITICS OF THE OPRP MEMBERS
- A signed statement is required by the OPRP chair specifying approval or denial for each item

*\*Reviewers not allowed to edit materials!*

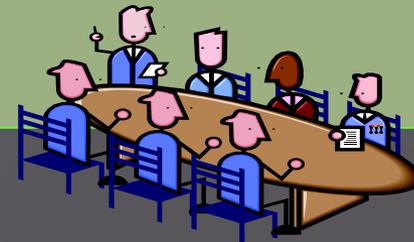
## Local PRP

- The Local PRP should determine if the content of materials is appropriate in their county and are in compliance with specific criteria outlined by the CDC
- Approval or denial of materials is based on public health accuracy and the CDC criteria ~ NOT ON PERSONAL TASTE OR POLITICS OF THE LOCAL PRP MEMBERS
- A signed statement is required by the Local PRP chair specifying approval or denial for each item

*\*Reviewers not allowed to edit materials!*

# OPRP Tasks

- ❑ In Oregon, all of the HIV prevention materials that appear on the OPRP – Approved List have been reviewed by the Oregon Program Review Panel (OPRP)
- ❑ The OPRP is composed of a statewide group of individuals that reside in Oregon and represent individuals from our highest-risk populations
- ❑ Your task, simply put, is to review HIV prevention educational materials and determine whether they meet the CDC criteria for distribution, while considering Oregon's diverse communities and populations



# What needs to be submitted for review by a local PRP or the Statewide OPRP?

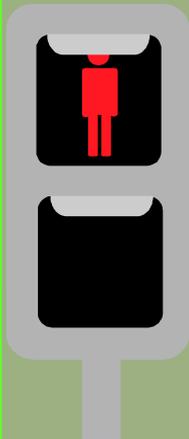
- ▣ Pictorials
- ▣ Questionnaires
- ▣ Survey Instruments
- ▣ Marketing/ Advertising
- ▣ Brochures
- ▣ Audiovisuals
- ▣ Educational Sessions



# Materials that don't need to be reviewed

- ▣ Flyers or brochures that only contain HIV testing information and/or places where individuals can test
- ▣ Web-sites

If your agency is receiving CDC funding, directly or indirectly, you are encouraged to post a disclaimer on your web-site similar to the ones listed below:



*This site contains HIV prevention messages that may not be appropriate for all audiences; or*

*This site contains HIV prevention messages that may not be appropriate for all audiences. If you are not seeking such information or may be offended by such materials, please exit this website.*

# Oregon's Program Review Panel (OPRP) Guidelines for Panel Conduct



- ❑ 1) OHA's HIV Prevention Program will recruit and empanel up to 40 people from various places in Oregon as "**OPRP**" to aid in the review of HIV prevention material 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 program being reviewed. OPRP will ensure materials for accuracy. 
- ❑ 4) OPRP 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.

## Oregon's Program Review Panel (OPRP) Guidelines for Panel Conduct - *Continued*



- ▣ 5) At least ten OPRP members will 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) OPRP 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) **OPRP 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) OHA's HIV Prevention Program will ensure that OPRP's review assignments are evenly distributed among OPRP members and will create efficiencies when possible.

## Oregon's Program Review Panel (OPRP) Guidelines for Panel Conduct - *Continued*



- ▣ 9) A minimum of five OPRP members, including one OHA HIV Prevention Program staff member, will participate in each OPRP review process.
- ▣ 10) OPRP 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) OPRP members are required to write their names on the OPRP Review Form for each of the materials they review.
- ▣ 12) Material should be reviewed by OPRP and an OHA HIV Prevention staff member will notify the submitting agency of its approval status within three weeks of its submission.

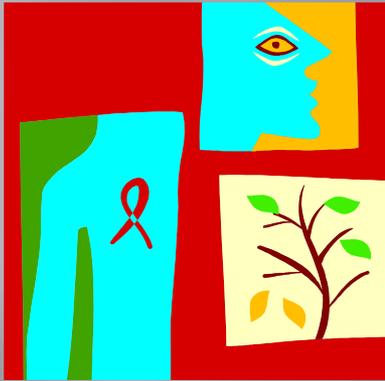
# Let's Get Started!



- During this next section, we will review all of the materials that are used as a OPRP reviewer
- Your understanding of this process will allow for you to review materials in a expeditious manner, and will ensure that all of the criteria for approving HIV prevention/educational materials are considered on a case by case basis



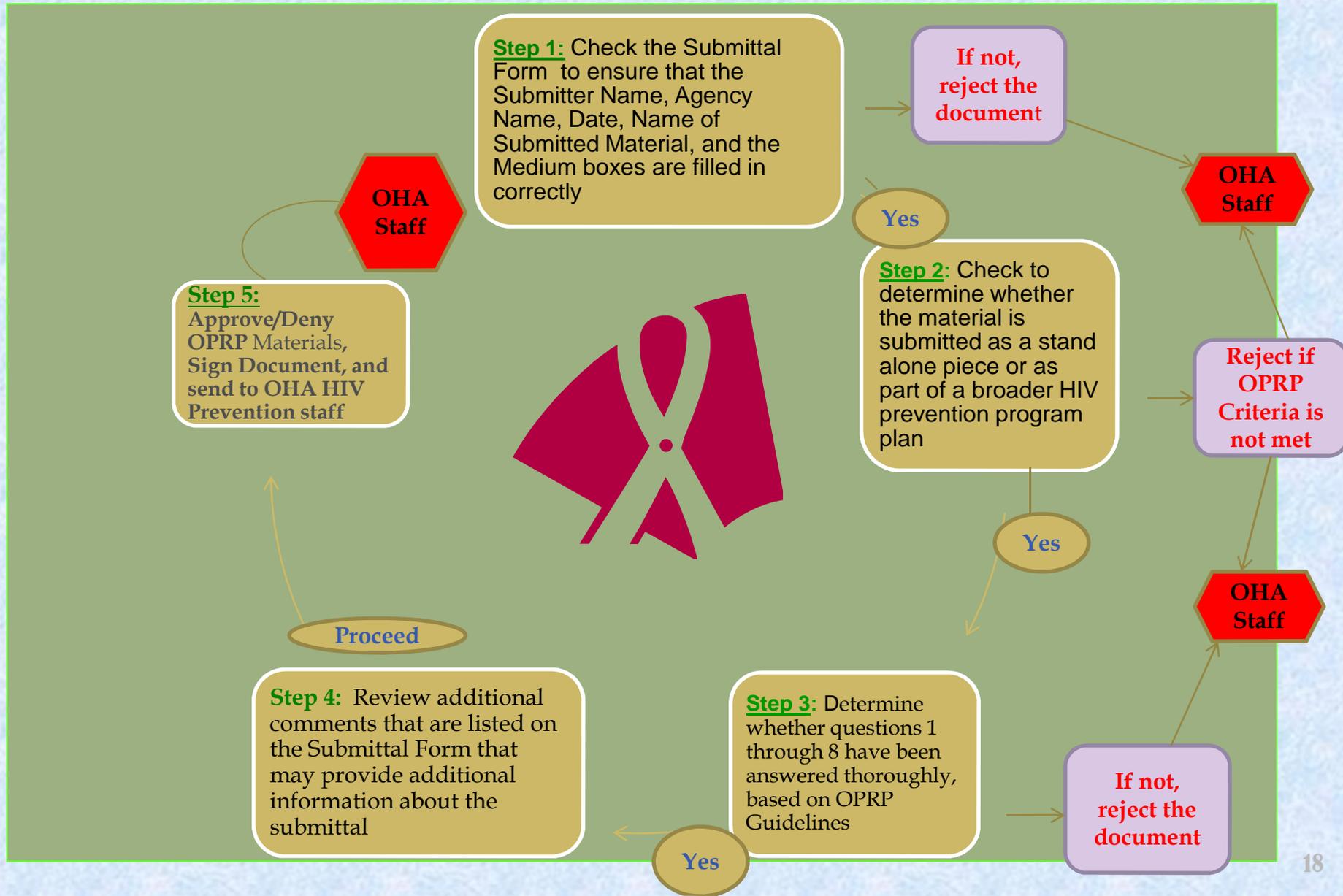
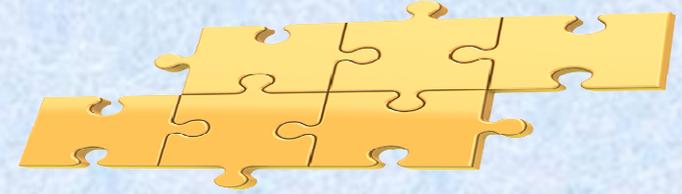
# HIV Prevention Educational Materials



# OPRP Process – Let’s Walk Through the OPRP Materials Together!

- Go to the OPRP Guidelines for panel member conduct –  
<http://public.health.oregon.gov/DiseasesConditions/HIVSTDViralHepatitis/HIVPrevention/Documents/OPRP/121031OPRPGuidelines.pdf>
- Go to the OPRP Submittal Form Instruction Page –  
<http://public.health.oregon.gov/DiseasesConditions/HIVSTDViralHepatitis/HIVPrevention/Documents/OPRP/121031OPRPSubmissionsInstructions.pdf>
- Go to the OPRP submittal form –
- <http://public.health.oregon.gov/DiseasesConditions/HIVSTDViralHepatitis/HIVPrevention/Documents/OPRP/121031OPRPSubmittalForm.pdf>
- Go to the OPRP material review form –  
[http://public.health.oregon.gov/DiseasesConditions/HIVSTDViralHepatitis/HIVPrevention/Documents/OPRP/OPRPReviewerForm10\\_12.pdf](http://public.health.oregon.gov/DiseasesConditions/HIVSTDViralHepatitis/HIVPrevention/Documents/OPRP/OPRPReviewerForm10_12.pdf)
- Review what is currently approved by Oregon HIV Prevention Program

# OPRP Reviewer Protocol



# OPRP Submittal Form & Reviewer's Form



Materials Review Criteria	Materials Meets Standard	If materials <i>do not</i> meet the standard as stand-alone material, please indicate how they will be used as part of a broader HIV prevention program that <i>does</i> meet the CDC standard.
1. Information is included that promotes abstinence from: a. sexual intercourse except in a mutually monogamous relationship with an uninfected partner b. illicit drug use	<input type="checkbox"/>  <input type="checkbox"/>	
1. Information or education <b>DOES NOT</b> provide information that directly encourages or promotes: a. sexual activity b. intravenous drug use	<input type="checkbox"/>  <input type="checkbox"/>	

Criteria	Materials Met Standard	Program Met Standard	Standard NOT met. (Indicate why materials and/or program did not meet standard. Additional comments on page 2.)	Standard Not Applicable
1. Information is included that promotes abstinence from: a. sexual intercourse except in a mutually monogamous relationship with an uninfected partner b. illegal drug use	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/> Indicate why not: _____ <input type="checkbox"/> Indicate why not: _____	<input type="checkbox"/>
1. Information or education <b>DOES NOT</b> provide information that directly encourages or promotes: a. sexual activity b. intravenous drug use	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/> Indicate why not: _____ <input type="checkbox"/> Indicate why not: _____	<input type="checkbox"/>

## Reviewing the OPRP Submittal Form

- ▣ **Step 1:** Check the Submittal Form to ensure that the Reviewer's Name, Agency Name, Date, Name of Submitted Material, and the Medium boxes are filled in correctly
- ▣ **Step 2:** Check to determine whether the material is submitted as a stand alone piece or as part of a broader HIV prevention program plan

# Oregon Program Review Panel (OPRP) Submittal Form



Thank you for submitting HIV prevention materials to be reviewed by Oregon's Program Review Panel. This process is required by CDC guidelines to promote the development of accurate and appropriate HIV prevention messages and educational information. OPRP's aim is to notify you of the reviewed materials status within 3 weeks from the date of your submission. Please fill out this form and assess whether the material you are submitting meets the criteria described below.

**Name of Material:** \_\_\_\_\_ The name that appears on the submitted material must appear here

**Medium:** (i.e. poster, brochure, survey, internet, etc.): \_\_\_\_\_ Description type must match the submitted document

Check one:  **\*Stand-alone material review**  **Material is part of a broader HIV prevention program**

**Stand-alone material:** For each of the criteria below, assess only whether the material: 1) meets the standard; 2) the standard was not met; or 3) the standard is not applicable.

**Material is part of a broader HIV prevention program:** If the materials do not meet the standards below, please describe how your broader HIV prevention program in which the materials are used meet the standard. (See Submission Instructions.)

**Submitter Name:** \_\_\_\_\_ Name of the Agency Contact that is submitting the materials appears here

**Submitter Agency:** \_\_\_\_\_ Name of the Agency that is submitting materials for review needs to appear here

**Contact Info:** (What is the best way to inform you about the materials review status?)  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** (In addition to the criteria below, please any additional information would be helpful for OPRP to review your submitted material.)

Review additional information that might explain context of how material is part of a comprehensive effort to meet the OPRP guidelines for approval

**\*Stand Alone Material must meet all of the CDC criteria that is covered in the OPRP Submission Instructions**

# Reviewing the OPRP Submittal Form



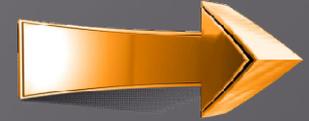
- ▣ **Step 3:** Determine whether questions 1 through 6 have been answered thoroughly, based on OPRP Guidelines



## *Things to remember:*

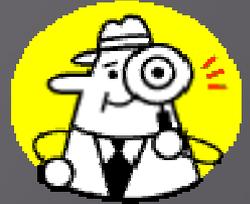
- ▣ If materials do not meet the standard as stand-alone material, please indicate how they will be used as part of a broader HIV prevention program that does meet the CDC standard.
- ▣ Due to the explicit nature of some educational material, please ensure that Questions 7 & 8 are answered and that the venue is appropriate for the population that it is targeted for.

# Oregon Program Review Panel (OPRP) Submittal Form - Continued



Materials Review Criteria	Materials Meets Standard	If materials <i>do not meet the standard as stand-alone material</i> , please indicate how they will be used as part of a broader HIV prevention program that <i>does</i> meet the CDC standard.
1. Information is included that promotes abstinence from: <ul style="list-style-type: none"> <li>a. sexual intercourse except in a mutually monogamous relationship with an uninfected partner</li> <li>b. illicit drug use</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	<div style="border: 1px solid black; padding: 10px; display: inline-block; background-color: #fff9c4;">                         Questions 1 - 6 MUST be filled out!                     </div>
2. Information or education DOES NOT provide information that directly encourages or promotes: <ul style="list-style-type: none"> <li>a. sexual activity</li> <li>b. intravenous drug use</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	
3. Accurate public health information is provided about: <ul style="list-style-type: none"> <li>a. HIV transmission</li> <li>b. HIV risk reduction</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	
4. The title of the material and/or program accurately represents the content or activity.	<input type="checkbox"/>	
5. Materials designed for preventing HIV contain medically accurate information about the degree to which condoms are effective in preventing transmission of the disease the material is designed to address.	<input type="checkbox"/>	
6. The potential of the material and/or program for preventing HIV a specific population outweighs any potential "obscenity." <sup>**</sup> <b>Key Factor for targeted populations</b>	<input type="checkbox"/>	
7. Identify the target population(s) for whom the proposed material is intended: (e.g., MSM Youth, Latino IDU, Female PLWH). <div style="border: 1px solid black; padding: 5px; margin-top: 10px; background-color: #fff9c4;">                         Key factor in determining content appropriateness. <sup>**</sup> </div>	Indicate: _____	
8. List venues (places where a target population congregates) in which proposed materials will be disseminated: (e.g., churches, local health departments, websites, gay bars, billboards, bath houses and other community sites). <div style="border: 1px solid black; padding: 5px; margin-top: 10px; background-color: #fff9c4;">                         Venue information crucial for targeted materials for populations where HIV risk                     </div>	Indicate: _____	<div style="border: 1px solid black; padding: 10px; background-color: #fff9c4;">                         Target population &amp; venue where these individuals will receive the materials should match. <i>For instance, materials for PWID at venues where IDU services are provided would be appropriate</i> </div>

# Reviewing the OPRP Submittal Form



## Step 4:

- ▣ Review additional comments that are listed at the bottom of the Submittal Form that may provide additional information about the materials that have been submitted

**Comments:** *(In addition to the criteria below, please list any additional information that would be helpful for OPRP to review your submitted material.)*

# Reviewing the OPRP Submittal Form

## Step 5:

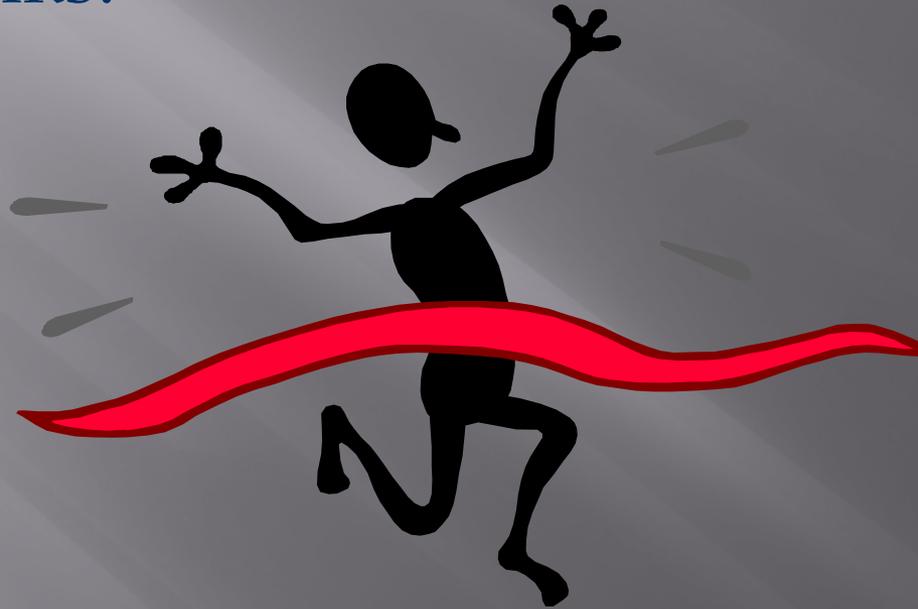


**Approve/Deny OPRP Materials, Sign Document, and send to OHA HIV Prevention staff**

- ▣ If all of the questions have been answered properly and all of the contact information and description of the submitted materials match, you may approve the materials on your Reviewer's Form and then send all of your packet (Submitted Materials including Submittal Form and HIV Prevention Educational Materials, and your Reviewer's Form) back to OHA HIV Prevention Staff.

# YOU'RE FINISHED!

That's it folks!



**Let's see how well you've been able to track  
the information provided in this training**

**Questions begin here...**