

Oregon Program Review Panel – Reviewer Tutorial

Purpose of Tutorial

This document is for OPRP members. The goal is to facilitate understanding of the program review process, clarify roles and responsibilities, and ensure members have the skills and information to review material in alignment with CDC HIV prevention standards.

Background

Since 1985, the Centers for Disease Control and Prevention (CDC), has required states to designate a program review panel to review and approve any HIV prevention education materials developed with their funds. In Oregon, this review is delegated to the Oregon Program Review Panel (OPRP) which is convened by Oregon Health Authority's HIV/STD/TB (HST) Section.

The OPRP uses a CDC-published guidance document, written on June 15, 1992, and revised on June 14, 2004, called *“Content of AIDS-Related Written Materials, Pictorial, Audiovisuals, Questionnaires, Survey Instruments, and Educational Sessions in Centers for Disease Control and Prevention Assistance Programs”* to guide the review. See the [Federal Register \(57 FR 26742\)](#).

The CDC requires all grantees of HIV prevention funding (for this purpose, the Oregon Health Authority and its subgrantees) to comply with the HIV Content Guidelines. Materials approved by the OPRP are allowable for use by subgrantees of CDC HIV prevention funds in support of HIV prevention services.

About the OPRP and Review Process

The OPRP is a statewide representative group of at least five persons who shall represent a reasonable cross-section of communities across Oregon, including those who are part of communities at high risk for HIV. OPRP also includes a HST staff member. OPRP members should have basic information about disease impacts and trends in Oregon; understand the social, cultural and community norms and behaviors of populations at greatest risk for HIV; and

be familiar with the venues and general places where people at greatest risk for HIV congregate. At least 2 members will be fluent in Spanish and be able to effectively review material in the Spanish language.

No less than five OPRP members will review each request. HST will ensure that OPRP's review assignments are evenly distributed among OPRP members and will create efficiencies as much as feasible. This may be done in person or virtually. Review should be completed between two to four weeks from time of submission. OPRP members are encouraged to expedite the review process.

OPRP members will review materials for scientific accuracy, compliance with the basic principles listed in the [Federal HIV Content Guidelines \(2004\)](#), and appropriateness for the intended audiences. OPRP members will understand how HIV is, and is not, transmitted and understand the extent to which HIV affects diverse populations and communities for whom material are intended. Members will also understand how other sexually transmitted infections (STI) are transmitted and ensure inclusion of medically accurate information regarding the degree to which condoms are effective in preventing the transmission of these specific infections.

The OPRP Reviewers Form will be used by members for the review and recording of feedback. OPRP members will only review materials submitted; they are not empowered to make changes to these items nor evaluate the broader program's proposal. Upon review, material will be assigned one of the following statuses.

- *Approved as submitted:* Material met the review requirements as submitted.
- *Approved with suggested changes:* Material met review requirements, but there are changes suggested to improve it.
- *Conditionally approved with required changes:* Changes must be made to meet review requirements. Once changes are made, material are approved.
- *Not approved as submitted:* Did not meet the review requirements. Must be revised and resubmitted to OPRP.

Approval or denial of material shall be based on scientific accuracy and CDC HIV Prevention Content Guidance, not on the personal comfort, taste, or political opinion of the OPRP member.

The OPRP Chair or other delegate will review and collate all feedback obtained by OPRP members and indicate final approval or disapproval of material using a status as noted above.

The Submitter will receive a response from prevention.info@odhsoha.oregon.gov within 30 days of submission or after material has been reviewed and a determination made.

Any materials approved by the OPRP may be subsequently used statewide.

What needs to be submitted?

Pamphlets, brochures, flyers, booklets, audio or video, posters, billboards, curricula/training guides, TV/radio, app messaging, periodicals, and questionnaires/survey instruments. Additionally, material used for the purpose of HIV prevention outreach, program promotion, and client recruitment and/or material citing Oregon Health Authority HST and CDC HIV prevention funding must be submitted for review.

What does not need review and approval by the OPRP?

The following material does not need to be reviewed or approved by OPRP:

- Flyers or brochures that only contain HIV testing information and or locations/places where people can test.
- End HIV/STI Oregon material, since these materials are not developed or funded with CDC HIV prevention funds.
- Documents already approved by the OPRP.
- Any materials endorsed or sponsored by the CDC Division of HIV Prevention. There is commonly a CDC logo or statement about CDC endorsement on these materials.

Additionally, the CDC does not have guidelines for the review of HIV prevention education messages on program or agency websites. Consequently, websites will not be reviewed. However, HST does suggest the inclusion of a disclaimer alerting the public that the website may include sexual or drug-related content.

CDC HIV Content Guidelines and Criteria

What the Guidance language says:	What this means:
Programs and materials must contain information that promotes abstinence from: 1) sexual intercourse except in a mutually	HIV prevention programs should have material that includes information stating that abstinence from sex or drug use is the most

monogamous relationship with an uninfected partner; and 2) illegal drug use.	effective method for preventing HIV transmission.
Materials must use terms, descriptors, or displays necessary for the intended audience to understand high risk behaviors, and must explain less risky practices concerning HIV transmission.	Materials must be clearly understood by the intended audiences with an emphasis on behaviors that would reduce risk of HIV transmission.
Programs and materials must not directly promote or encourage heterosexual or homosexual behavior or injection drug use.	Emphasis should be on methods that effectively reduce risk among all people regardless of sexual orientation, culture, or gender.
Educational sessions must not include activities in which attendees participate in sexually suggestive physical contact or actual sexual practices.	Educational sessions should not include sexually suggestive physical contact or actual sexual practices.

A Note About Explicit Content:

Some HIV prevention materials may not meet the OPRP standards at first review because they may be intended for a very specific audience and distributed in limited environments and venues to effectively reach them. Sometimes this material will contain explicit content and language which may be very culturally and socially appropriate. If this is the case, these materials must be part of a more comprehensive HIV prevention program and media strategy. Should submitted material not meet OPRP standards as “stand-alone” material, the Submitter must explain how the CDC standard is achieved within the context of a broader HIV prevention program or activities.

For example: An agency submits material intended for men who have sex with other men and who do not routinely use condoms when engaging in sex with multiple partners. The material submitted includes graphic language and images; however, the language and images are culturally and socially appropriate and normative for the venue and environment where the audience would be seeing/reading or engaging with the material. The material submitted may contain graphic illustrations of how men can reduce HIV acquisition or transmission by using a condom during oral or anal sex; however, it does not directly mention abstinence as the safest option for reducing HIV risk. Submitted as a

stand-alone document, it would not be approved by OPRP. However, if the Submitter describes and justifies how their HIV prevention program more broadly includes comprehensive information including sexual abstinence as the most effective way to prevent HIV, this material would be approved. The Submitter is responsible for including companion material used during prevention, education, and outreach activities which demonstrate this.

At a minimum, the Submitter must detail the specific audience and location or venue where material will be distributed. They should provide clear rationale and justification for the use of any material which may be perceived as provocative or controversial in any way.

Reviewer Process Details:

Members will receive the OPRP Submitter Form and any material submitted for review. Members reviewing material will record feedback and their determination on the OPRP Reviewer Form.

Step 1: Ensure the Submitter form and material have been received and are complete. If not, email the OPRP Chair. Otherwise, go to Step 2.

Step 2: Enter reviewer contact information. Transfer any relevant information from the Submitter Form to Reviewer Form as it applies, such as whether material submitted is to stand alone or is part of a broader HIV prevention program, target populations, venues/locations.

Name or title of material:

Material type (e.g., poster, brochure, survey, etc.):

Reviewed as:

Stand-alone material

Material part of a broader HIV prevention program

7. List the intended target population(s) of the material. Does the material seem culturally, linguistically and socially appropriate for the intended audience?	Target Population(s): Is the material appropriate for the audience? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
8. List all places where the material will be distributed. Does the material seem culturally, linguistically and socially appropriate for the venue/location as described?	Venue(s)/Location(s): Is the material appropriate for the venue/location? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

Step 3: Review each of the CDC criteria – for stand-alone or broader HIV prevention program material – to assess whether it meets or does not meet each standard. Stand-alone

material must meet all CDC criteria on its own. If material is submitted is part of a broader HIV prevention program, the Submitter should provide adequate additional information demonstrating the program meets CDC HIV prevention standards. The reviewer would select Program Met Standard, if applies. Reviewer will document the assessments and determinations for each standard and criteria on the form. Include any notes which support the determination. If material does not meet the CDC criteria, explain why. Should material not meet the CDC standard, but small modifications would help meet the standard, the Reviewer can detail this in the Additional Comment section.

Criteria	Material Met Standard	Program Met Standard	Standard NOT met. (Indicate why materials and/or program did not meet standard. Add additional comments on page 2 as needed)	Standard Not Applicable
1. Information is included that promotes abstinence from:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Indicate why not: <input type="checkbox"/> Indicate why not:	<input type="checkbox"/>
a. sexual intercourse except in a mutually monogamous relationship with an uninfected partner or a person living with HIV taking ART and is virally suppressed.	<input type="checkbox"/>	<input type="checkbox"/>		
b. illegal drug use	<input type="checkbox"/>	<input type="checkbox"/>		

Additional Comments (if needed). If material does not meet the standard, but could with minor or moderate changes, include those here as well.

Determination of Review

As a representative of the community and a member of the Oregon Program Review Panel, the reviewed material(s):

- Meet the CDC standards as stand-alone materials.
- Meet the CDC standards as part of a broader HIV education program.
- Do not meet the CDC standards.

Step 4: Sign, date, and save the completed Reviewer Form. Send the completed Reviewer Form and any other relevant material via email to prevention.info@odhsoha.oregon.gov. Include “**OPRP Review Complete**” in the subject of the email.

Signature: 

Date: 

Questions?

Email prevention.info@odhsoha.oregon.gov if you have additional questions.

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