



Oregon Program Review Panel

Step-By-Step Guidelines

PRP - Back To The Basics!

By the end of this presentation, you will:

- Understand the history of the Program Review Panel (PRP) process
- Understand the role of the PRP
- Understand the PRP guidelines and criteria
- Understand the difference between the Oregon Program Review Panel (OPRP) and Local Program Review Panel (LPRP)
- Understand the current OPRP and LPRP processes
- Understand what needs to be reviewed
- Navigate the OPRP process that is on the HIV Prevention Program Website

What is the PRP and where did it come from?

- Since the inception of HIV prevention funding (around 1985), the CDC has required grantees to designate a Program Review Panel (PRP) to review HIV prevention education materials
- **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 previously been implemented as part of the Oregon HIV Prevention Community Review process. This process is now being formalized in the convening of the Oregon Program Review Panel (OPRP)
- The CDC currently requires all grantees to comply with HIV Content Guidelines
- Currently, the CDC does not have guidelines to review the content of websites that provide HIV prevention education messages in Oregon. However, the Oregon HIV Prevention Program strongly encourage these agencies to place a disclaimer on the front page of their website to advise the general public that some of the information on the website may be inappropriate for some audiences

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 and community-based organizations 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 State HIV Prevention Program to support the bulk of PRP work through the OPRP process
- However, local LHD-led PRP's are still highly encouraged if resources allow

Differences between the OPRP and a LPRP

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 those (del) people 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 Oregon HIV Prevention Program will review all materials that are submitted through the OPRP
 - Materials that are approved by the OPRP may be utilized statewide

LPRP

- A LPRP 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 LPRP must have at least 5 members that represent a cross-section of the jurisdiction
 - Each LPRP will rely on the expertise of those people who can represent specific audiences when needed
 - LPRP members must be familiar with community norms, values and trends where the prevention activities will take place
 - Materials that are approved by the LPRP may only be used in that jurisdiction; BUT
 - ** If a member of the Oregon HIV Prevention Program is a member of the LPRP process and the materials are approved, those materials will appear on the OPRP Approved Materials List

Roles of the OPRP and LPRP

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 disapproval of materials is based on public health accuracy and the CDC criteria ~ NOT ON PERSONAL TASTE/POLITICS OF THE OPRP MEMBERS
- A signed statement is required by the OPRP chair specifying approval or disapproval for each item

LPRP

- The LPRP should determine if the content of materials is appropriate in their county
- Approval or disapproval of materials is based on public health accuracy and the CDC criteria ~ NOT ON PERSONAL TASTE/POLITICS OF THE LPRP MEMBERS
- A signed statement is required by the LPRP chair specifying approval or disapproval for each item

OPRP

- In Oregon, the majority of approved materials that are used for HIV prevention educational purposes 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
- Their 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 LPRP 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.

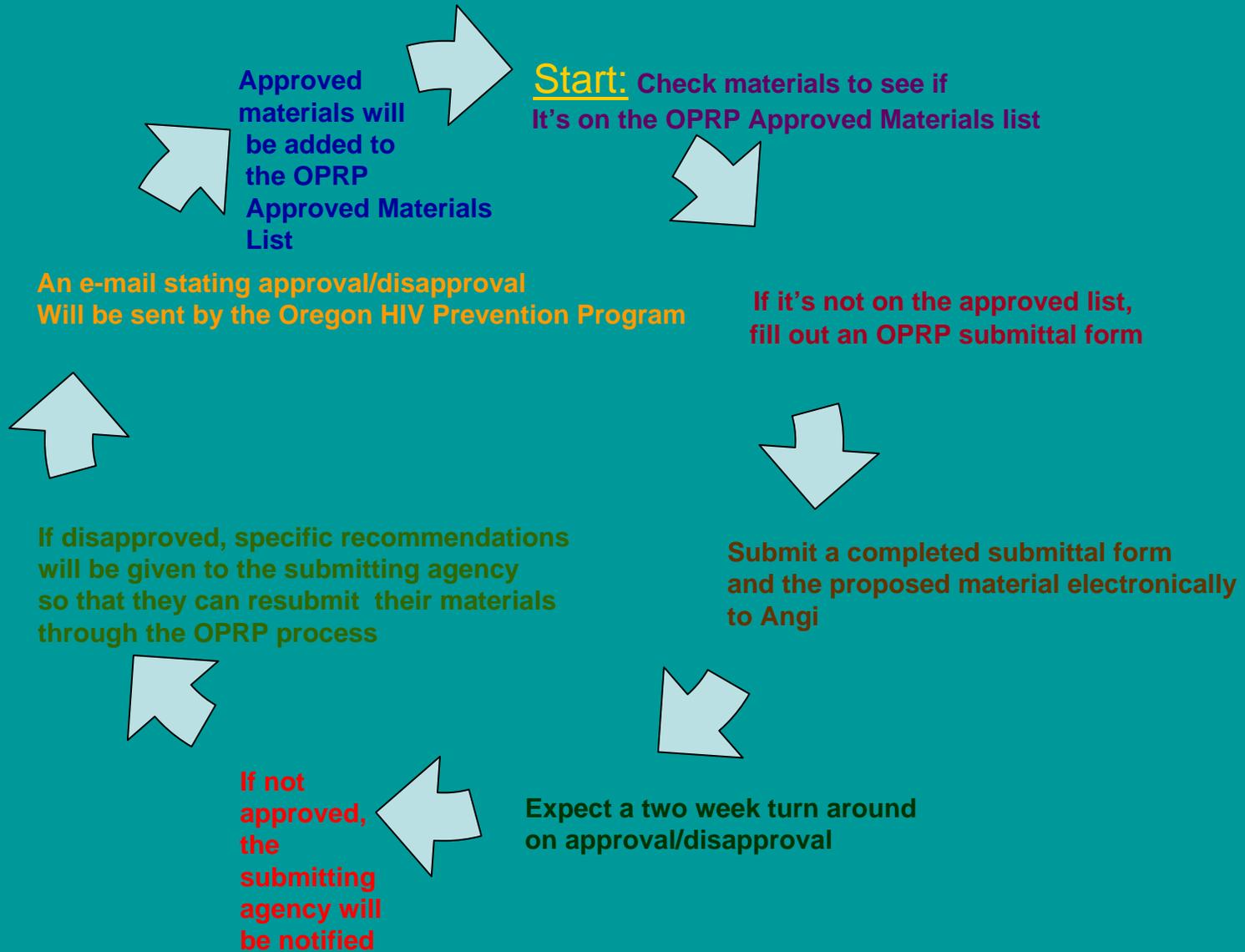
The OPRP Process

- Your program is developing/acquiring a new HIV prevention-related material
 - Go to the HIV Prevention Program's webpage and review current list of approved materials at:
<http://www.oregon.gov/DHS/ph/hiv/oprpprotocol.shtml>
 - Find out if the material is currently approved or if it needs review
 - If the material needs review, fill out the OPRP submittal form, if you are unsure about an item on the OPRP submittal form, call Larry at: (971) 673-0162
 - Submit the completed form and proposed material electronically to Angi, if it is not possible to submit electronically it may add more time to the review process
 - Expect a two week turn around on approval/disapproval

The OPRP Process - continued

- If an item is not approved, specific feedback will be given regarding what needs to change in order to obtain approval
- Expect an email stating approval/disapproval as your certification that the material has been reviewed and is approved for use with target audience that was identified on the OPRP Submittal Form
- This record should be kept on file for grant-reporting and potential auditing
- Expect the approved material to be added to the approved list, this way other organizations can use the material without another ORPP review
- **Please see next slide for a graphic illustration of this process:**

OPRP Process



OPRP Process – Let's Walk Through it Together!

- Go to OPRP Guidelines for panel conduct –
<http://www.oregon.gov/DHS/ph/hiv/docs/OPRPGuidelines.pdf>
- Go to OPRP Submittal Form Instruction Page –
<http://www.oregon.gov/DHS/ph/hiv/docs/OPRPSubmittalFormInst.pdf>
- Go to OPRP Submittal Form –
<http://www.oregon.gov/DHS/ph/hiv/docs/OPRPSubmittalForm.pdf>
- Go to OPRP Material Review Form –
<http://www.oregon.gov/DHS/ph/hiv/docs/OPRPReviewerForm.pdf>
- Review what is currently approved by Oregon HIV Prevention Program -
<http://www.oregon.gov/DHS/ph/hiv/docs/OPRPApprovedmaterialsList.pdf>

That's it Folks!

You should now be able to:

- Explain a basic history of the Program Review Panel (PRP) process
- Describe the role of the Local Program Review Panel (LPRP) and the Oregon Program Review Panel (OPRP)
- Describe the current PRP guidelines and criteria
- Understand what educational materials need to be reviewed through the PRP process
- Navigate the OPRP process that is on the Oregon HIV Prevention Program Website

Good Luck Folks

- Let's make sure that we're consistent in reviewing HIV prevention education materials
- If you have a doubt or a question, please contact Larry Hill for clarification
- If you need individual support to set-up your individual PRP, please contact Larry and schedule a time for him to meet with you
- Whenever possible, please send a packet of the submitted information for Larry to review during the initial PRP review process if you're a local health department and you're convening a LPRP
- That's it...let's go to work!