



## Department of Public Health (DPH)

### Program Review Panel Policy

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#### **Purpose:**

The purpose of the Program Review Panel Policy is to provide health departments with a process for the development and review of any written materials used in the delivery of HIV related prevention activities. The Program Review Panel, guided by the Center's for Disease Control (CDC) Basic Principles (set forth in 57 Federal Register 26742), will be convened by the DPH to review and approve all applicable materials prior to their distribution and use in any HIV prevention activities funded in any part with CDC funds.

#### **Goals:**

- To ensure that all materials developed for program use and distribution by funded DPH HIV prevention contractors are reviewed and approved for dissemination by the DPH Program Review Panel.
- To employ a mechanism for the DPH Program Review Panel to process all materials submitted by funded DPH HIV prevention contractors for feedback and approval in a timely manner.

#### **Objectives**

- To ensure that DPH maintains a Program Review Panel comprised of no less than five (5) persons representing a reasonable cross-section of the general population; but which is not drawn predominantly from the intended audience. Per a DPH agreement, one member must be affiliated with the State Department of Education. In addition, the panel must include someone who is proficient in reading and writing Spanish.
- To ensure all HIV prevention materials created by the contractor as well as materials created by others whether modified or intact, are reviewed and approved, this includes but it not limited to; written materials (e.g. pamphlets, brochures, fliers), audio visual materials (e.g. motion pictures – DVDs and video tapes), pictorials (e.g. posters and similar educational materials using photographs, slides, drawings, or paintings).
- To ensure all materials being used and or distributed by HIV prevention contractors have a clear message appropriate for the target audience and that the layout is easy to read with the use of appropriate visuals.

## Procedures:

- HIV prevention contractors shall submit all HIV prevention materials to be reviewed in electronic format directly to Rhonda Parsons at [Rhonda.Parsons@ct.gov](mailto:Rhonda.Parsons@ct.gov). The contractor's DPH Contract Manager shall be copied on the email.
- In addition to the materials (flyer, brochure, etc.) to be reviewed, contractors shall submit information regarding how the materials will be disseminated and to what target audience.
- DPH will send an acknowledgement to contractors that materials were received within one (1) week of receipt.
- DPH will forward materials to all of the members of the Program Review Panel requesting feedback within two (2) weeks of receipt of materials.
- DPH will compile reviewer input and provide feedback to HIV prevention contractors within one (1) week of receiving information from the Program Review Panel members.
- The entire Review Process will take approximately one month or less to complete. Programs submitting flyers for special events must allow a minimum of one (1) month for review and approval.
- Materials that are approved can be used immediately. However, if changes are recommended, the contractor will be asked to adjust the materials accordingly and resubmit a final copy to DPH before using.
- DPH will be providing Material Reviewed Code (MRC) numbers for all approved materials.
- When displaying, all materials approved by DPH Program Review Panel must have in one of the corners of the material, the assigned MRC number (e.g., **MRC # 1234**).
- Upon approval of materials, DPH will give the MRC code to the contractor to put on the materials prior to distribution.
- When submitting DVD's or video tapes, the DPH staff will convene to review and approve materials. Contractors should allow for a minimum of one (1) month for the review of DVDs or video tapes in order to allow for feedback and approval.