

OFFICE OF ADOLESCENT HEALTH
Medical Accuracy Review
Frequently Asked Questions

Q: Why does the Office of Adolescent Health (OAH) require the review of teen pregnancy prevention (TPP) grantee program materials prior to use of the materials in an OAH project?

A: TPP grantees are required by Congress to provide medically accurate information to program participants (P.L. 111-117). Therefore, OAH requests TPP grantees to comply with program material review prior to program implementation. This requirement for medical accuracy review is a condition attached to the Grantee Notice of Grant Award.

Q: If OAH conducts a medical accuracy review (MAR) of program materials why must TPP grantees conduct their own MAR prior to the OAH review?

A: In the last cohort, some MARs conducted by OAH were lengthy and detailed and required considerable modifications. A prior review by the grantee seemed advisable for that reason. When a TPP grantee conducts the initial review, they may find that the materials require significant modifications and/or updating. The grantee may question if it is wise to use the program/materials in their project if materials require extensive modifications to achieve medical accuracy. After the initial grantee review, a TPP grantee may decide to change a program or materials, using this opportunity to find something that better fits their purpose.

If materials were only submitted to OAH for review, the grantee would be delayed for several weeks before receiving a report. This time can better be spent by the grantee assessing whether the materials need to be revised or replaced.

Grantees may discover after conducting a MAR that the selected program is not the best fit for their selected population. For example, the program may primarily be an HIV prevention program that does not provide much information on abstinence or contraception. Conversely, the program may be a youth development program that does not provide sexual health information.

Medical accuracy review is expensive and time consuming. Making an informed choice based on a recent needs assessment by the TPP grantee is worth careful consideration. This allows the grantee to determine as early as possible if program materials are medically accurate and to select other programs or materials quickly, if necessary.

Q: Who should a grantee recruit to review their materials?

A: Recruit two or three experts in the fields of adolescent health, reproductive health, pregnancy prevention, STI/HIV prevention, etc. Preferably, the experts will have clinical

experience (e.g., physicians, nurses). These may be individuals within the grantee organization, or outside consultants. It is also recommended that the grantee create a medical accuracy team (for instance, the Program Director, Reviewers, and Program Coordinator or Educator) who will meet to discuss review findings and finalize strategies for addressing any pertinent issues.

Q: What should a grantee do if during the internal review issues are found in the evidence-based curriculum selected (or another published curriculum with copyright restrictions)?

A: Since the materials cannot be altered, an insert page or handout should be created addressing all issues and modifications. The insert page should include the page numbers, paragraph numbers, video minute (if applicable), inaccurate information that needs to be addressed, and new language for insertion. This modification(s) on the insert page/handout should be submitted to OAH with the material for review.

Q: What should a grantee do if during the internal review issues are found in a curriculum that can be modified? Should the grantee make the modifications or wait until receiving the OAH review report to incorporate all needed changes?

A: In this case, corrections should be made to program materials and the updated version submitted to OAH for review.

Q: What materials should be submitted to OAH for review?

A: Grantee should first submit a list to their OAH project officer of all materials they intend to use. Unless notified otherwise (OAH has copies of some curricula and therefore may not need you to send in a copy), grantee should then submit all materials proposed for use in your program including, but not limited to, teacher manuals, student manuals, videos, brochures, handouts, and other similar material. If proposing to use a video, audio clip, or the like and have a script, please submit the script as well.

Q: Do materials that do not contain medical information need to be submitted for review?

A: Yes. All materials should be submitted for review.

Q: Do websites to which the grantee refers students (whether the grantee's website or those of other organizations) need to be reviewed for medical accuracy?

A: OAH does not review websites for medical accuracy. However reviewers do check websites to ensure links are properly working. If in that process a reviewer encounters a website which raises concerns, the reviewer may note this in the General Comments section of the review report. Grantees should ensure that any websites they direct participants contain accurate information. The grantees also should closely monitor the websites because information on the web can change without notification. OAH

recommends using U.S. government websites because these websites provide information that is supported by multiple resources and studies that look at the entire weight of the evidence, not just one study.

If the grantee manages a website to which they refer participants, any medical information the grantee plans to post on the site should be submitted to OAH for review prior to posting.

Q: If a grantee uses an evidence-based curriculum from the OAH list, is the grantee required to submit a copy of the curriculum for review, or does OAH have copies of curricula on the OAH list?

A: Once a grantee submits a list of all program materials intended for use in a program, the OAH project officer will notify the grantee if OAH already has a copy of any of the listed materials. If OAH does not have the materials, the grantee must submit a copy.

Note: It is important to ensure that OAH has the same copy, version, edition the grantee intends to use. OAH provides a tracking sheet template that the grantee can use, if they choose, to gather the information needed to ensure that the proper materials are sent for review.

Q: If the grantee is using a newer edition of a curriculum that already has been reviewed, should the grantee submit the newer edition for review?

A: Yes. Unless the same version/edition of the curriculum the grantee is using has been reviewed, the grantee must submit the curriculum for review.

Q: If former grantees plan to continue using a curriculum that was reviewed in the past, should they resubmit the curriculum for review?

A: If the curriculum is the same edition, copyright date, and so forth, and there have been no updates from the developer/purveyor, there is no need for another review. However, if there is a more recent version than the one used previously, OAH expects the grantee to review the newer version carefully to see if it has changed from the edition previously used. The grantee should discuss this situation with the OAH project officer to determine whether to continue to use the older materials.

Q: Who reviews materials for OAH?

A: OAH has contracted with experts in the fields of adolescent health, reproductive health, pregnancy prevention, and STI/HIV prevention, including professionals who have clinical experience, such as physicians and nurses, to serve as reviewers.

Q: How long does the OAH review take?

A: The TPP grantee should expect the review to take at least six weeks.

Q: What is expected of grantees after they receive the OAH review report?

A: There are two possible situations:

- If the grantee has questions about the review or does not agree with review findings, the grantee should alert their OAH project officer. The contractor and the OAH medical education specialist can meet with the grantee and project officer to discuss the modifications.
- If the grantee agrees with the modifications, 30 days are allowed to address any issues. The suggested changes should be added either as an insert page(s) or by amending the actual pages or video. All modifications made in response to the MAR should be submitted to the grantee's OAH project officer via e-mail. All grantee modifications are then reviewed by OAH, and if modifications are satisfactorily made, a final e-mail is sent to grantee stating that they may proceed with implementation of updated materials.

Q: What should a TPP grantee do to address issues found in a video, brochure, or other item that is shown or distributed to participants?

A: To address issues found in a video, the grantee has several options. You can create and film a new video script; you can provide students with a handout before or after the film with the corrected information and appropriate citations; you can add captions to the beginning or end of the video which address the issues found; or the facilitator can pause the video at the point where the modification is required and provide the updated information.

To make changes to a brochure or pamphlet, there are two options. If the information is copyrighted and cannot be modified, the grantee could select another brochure or pamphlet as a substitute. Or, the grantee could provide an additional handout including the correct required information. This alternative does not correct the brochure or pamphlet but, if the grantee provides the required additional information, OAH considers that sufficient.

Q: How can a grantee ensure materials remain current and medically accurate in years to come?

A: This excellent question addresses sustainability. OAH encourages grantees to independently review materials on a regular basis and to make updates, as needed, to keep materials accurate, complete, current, and up-to-date.

Q: If a grantee implements a curriculum that will be used by several grantees, is the grantee allowed to collaborate with other grantees to best address medical issues?

A: Yes.

Q: Does OAH send the review reports to curriculum developers? Do they have any obligation to update their materials?

A: Yes, curriculum developers/purveyors are provided with the report that is sent to the grantee. Although OAH hopes they use the information provided, they are under no obligation to update their materials.