

Establishing Your TPP Materials Review Process

Tip Sheet



This job aid provides tips to help TPP projects develop a system for managing the materials review process. Projects must review all materials and information they disseminate at least once a year to comply with TPP [Tier 1 Expectations](#), [Tier 2 Rigorous Impact Expectations](#), or [Tier 2 Hub Expectations](#).

For Tier 1 grantees, the review of evidence-based program (EBP) materials begins after (1) your TPP project has selected an EBP with input from key stakeholders, such as parents/caregivers, youth, and school health advisory committee (SHAC) members, and (2) OPA has approved your EBP for implementation.

Across TPP tiers, materials must be: **age appropriate, medically accurate, culturally and linguistically appropriate, and trauma informed.**

Before the review

Recruit reviewers

- **Select qualified and reputable reviewers.** For example, ask clinical providers to review for medical accuracy, education specialists to review for age appropriateness, and members of advisory boards (youth, parents/caregivers, community members) to review for cultural and linguistic appropriateness.
- **Think about your internal expertise.** For example, staff with a LCSW (to assess whether materials are trauma informed), staff with clinical expertise (to assess medical accuracy), and staff with a Certified Health Education Specialist (CHES®) certification (who may be qualified to assess most criteria).
- **Consider community partners.** For example, engage local clinics (Title X or Federally Qualified Health Centers), community-based organizations, or schools of social work, nursing, or public health as reviewers.
- **Pay reviewers or provide incentives like gift cards, if possible.** Also, let potential reviewers know what they may get out of participating in the review (for example, frame it as a resumé builder for students).

Set up a process that works for your agency and reviewers

- **Consider a recurring annual review period.** Think about your implementation schedule and select a time of year when you have more “down time” to conduct the review.
- **Get reviewer input on the schedule.** Make sure the review schedule works for everyone.
- **Communicate expectations in advance.** Let reviewers know the review meeting format (virtual, hybrid, in person), agenda, details of the materials to be reviewed (including how they will be used), and timeline for completing each review.

Become familiar with review criteria

- **Share OPA’s Materials Review Guidance (available on [Connect.gov](#)) with reviewers.** Ask them to read it closely.
- **Ensure all reviewers understand your and OPA’s criteria and definitions** for materials being age appropriate, medically accurate, culturally and linguistically appropriate, and trauma informed.

During the review

Conduct your review

- **Use standardized review tools**, like the sample in OPA's Materials Review Guidance (available on [Connect.gov](https://connect.gov)) or the RHNTC's sample templates ([TPP General Materials Review Form](#) and [TPP Medical Accuracy Materials Review Form](#)). If you prefer, you can develop your own standardized review tools. Using standardized tools will ensure that all reviewers use the same criteria for assessing materials.
- **Review all materials and information associated with your TPP project.** This includes implementation materials (e.g., facilitator scripts, videos, handouts) as well as other information shared with participants or the community (e.g., social media posts).
- **Ask reviewers to share any new or updated best practices that might inform TPP programming.** Remind them to document the sources of these best practices in the references section of the review forms.

Finalize and document your updates

- **Document issues and recommended changes to each material**, including the original content, the modified content, and where the edit was made (such as page number, location of change). See OPA's Materials Review Guidance for additional recommendations on the review process.
- **Ask members of the intended population to review the changes.** This helps ensure that changes to each material reflect and resonate with the priority audience.

After the review

- **Acknowledge reviewers' contributions.** Thank you notes or small tokens of appreciation let reviewers know the importance of their involvement. If reviewers feel appreciated, they may also be more likely to participate in future materials reviews.
- **Invite feedback on the process.** Incorporate reviewer input to improve future materials review cycles.
- **Check in with reviewers regularly.** Every six to 12 months, gauge their interest in continuing as a reviewer.
- **Share your review process and progress with OPA.** Include this information in your semi-annual progress reports.

Resources

Check out OPA's Materials Review Guidance (available on [Connect.gov](https://connect.gov)) for resources to support you in assessing and revising materials to be age appropriate, medically accurate, culturally and linguistically appropriate, and trauma informed.