

Establishing Your TPP Materials Review Process Tip Sheet



This job aid provides tips to help Teen Pregnancy Prevention (TPP) Program staff develop a system for managing the materials review process. The Office of Population Affairs (OPA) requires TPP grantees to review and update all materials and information disseminated through their projects at least once a year to meet certain criteria.

Materials must be: **age appropriate, medically accurate, culturally and linguistically appropriate, trauma-informed, and inclusive of all youth.** For details, see OPA's materials review guidance for [Tier 1 grantees](#) and [Tier 2 Rigorous Impact Evaluation \(RI\) grantees](#).



Before the review

■ Recruit reviewers

- **Select qualified and reputable reviewers.** For example, ask clinical providers to review for medical accuracy and youth advisory board members to review for age appropriateness.
- **Think about your internal expertise.** For example, enlist the help of staff with a LCSW (to assess whether materials are trauma-informed), staff with clinical expertise (to assess medical accuracy), and staff with a CHES (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.
- **Provide incentives, like gift cards, if possible.** Let potential reviewers know what they may get out of participating in the review (for example, frame it as a resume builder).

■ Set up a process that works for your agency and reviewers

- **Communicate expectations upfront.** Let reviewers know if you expect them to independently review, score, and recommend changes to the materials, if you plan to hold a meeting to do this as a group, or some combination of the two.
- **Settle on a timeline for reviewing and/or meeting that works for everyone.** Find a time that works well for your project (for example, if your work plan aligns with the school year, reviewing during the summer may make sense.) Make sure your reviewers will be available during this time, too.

■ Become familiar with OPA criteria

- **Share OPA's materials review guidance with reviewers.** Ask them to read it closely.
- **Ensure all reviewers understand OPA's criteria and definitions** for materials being age appropriate, medically accurate, culturally and linguistically appropriate, trauma-informed, and inclusive of all youth.



During the review

■ Conduct your review

- **Select or create a review tool.** This ensures that all reviewers use the same criteria for assessing materials. Check out the [Title X medical review form](#) and [Title X general staff review form](#) for ideas.
- **Review all materials and information associated with your project.** This includes intervention materials (e.g., facilitator manuals and student handbooks), evaluation surveys, handouts and pamphlets, recruitment materials, and social media posts.

■ Finalize and document your updates

- **Document issues and recommended changes to each material,** including the original language, the modified language, and where the edit was made (i.e., page number, location of change). For documentation suggestions, see the Sample Materials Review Form in OPA's materials review guidance for both Tier 1 and Tier 2 RI grantees.
- **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.
- **Check in with reviewers regularly.** Every 6 to 12 months, ask reviewers for input on the materials review process and 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 the Helpful Resources section of OPA's Tier 1 and Tier 2 RI materials review guidance for resources that can support you in assessing and updating materials to be age appropriate, medically accurate, culturally and linguistically appropriate, trauma-informed, and inclusive of all youth.