



TPP Tier 1 Materials Review

Office of Population Affairs
September 16, 2020



Housekeeping

- Today's webinar will be recorded and posted on MAX within the next two weeks
- Please make sure your line is muted
- Feel free to chat with other participants via the chat box
- Q&A Options
 - Send a question via the chat box
 - Unmute your line to verbally ask a question (and then mute when done)



Agenda

- Materials Review Expectations for Grantees
- Review of Terms and Common Findings
- Q&A
- Upcoming Events



Materials Review Requirement

All materials used in the funded project and in the replication of effective program(s), are *required* to be:

- Age Appropriate
- Medically Accurate

And *expected* to be:

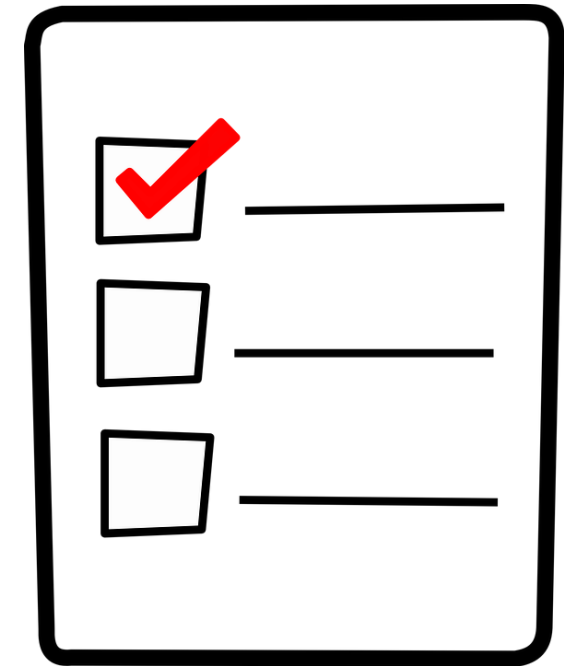
- Culturally and Linguistically Appropriate
- Trauma-Informed



OPA Expectations

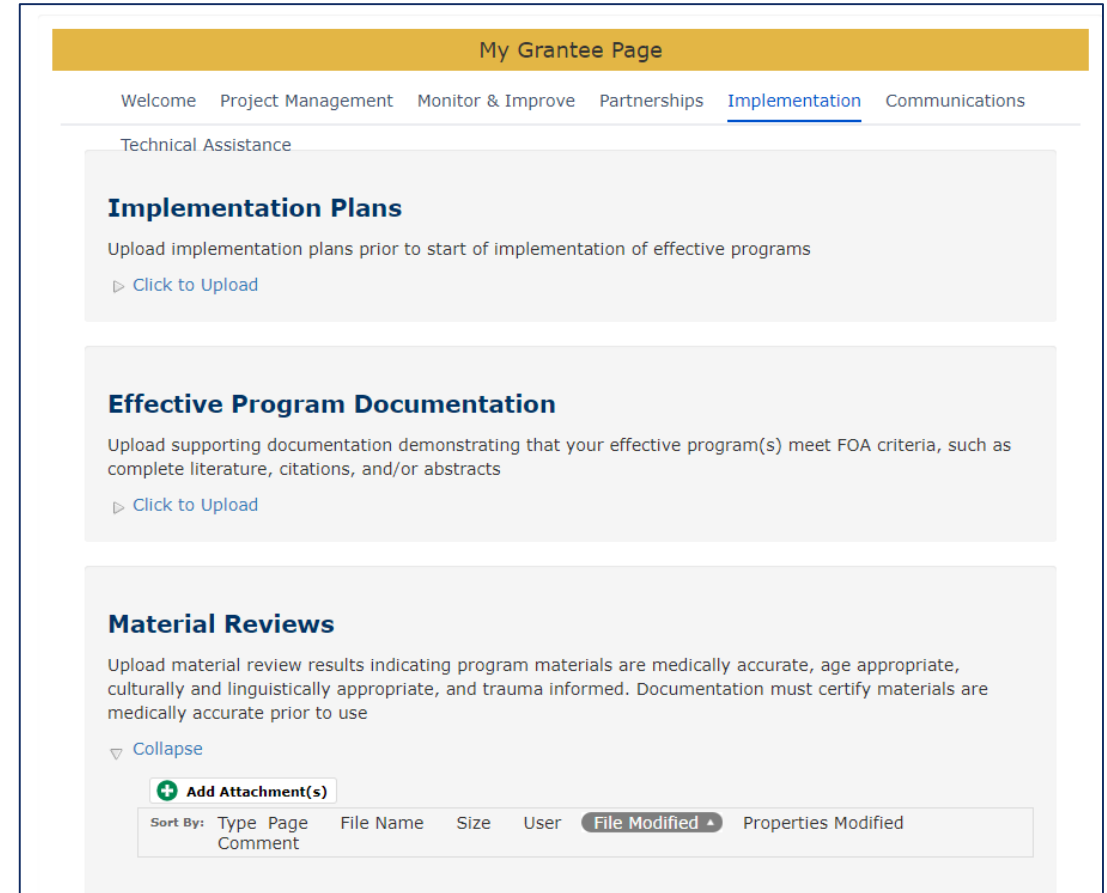
Grantees are required to:

- Complete the review process for all program materials prior to beginning implementation
- Submit results of findings in MAX and notify PO
- Certify materials have been reviewed for medical accuracy
- Document modifications in adaptation form in MAX



Submit Findings in MAX

- Upload review findings to your grantee page in MAX and save as “Material Name_Type of Material_Review Date.”
- Notify your PO via email to let them know you have completed this step.
- Repeat for other types of program materials.



The screenshot displays the 'My Grantee Page' interface. At the top, a yellow header contains the text 'My Grantee Page'. Below this, a navigation bar includes links for 'Welcome', 'Project Management', 'Monitor & Improve', 'Partnerships', 'Implementation' (which is highlighted with a blue underline), and 'Communications'. The main content area is titled 'Technical Assistance' and features three distinct sections:

- Implementation Plans:** A section with the heading 'Implementation Plans' and the instruction 'Upload implementation plans prior to start of implementation of effective programs'. It includes a blue link that says 'Click to Upload'.
- Effective Program Documentation:** A section with the heading 'Effective Program Documentation' and the instruction 'Upload supporting documentation demonstrating that your effective program(s) meet FOA criteria, such as complete literature, citations, and/or abstracts'. It also includes a blue link that says 'Click to Upload'.
- Material Reviews:** A section with the heading 'Material Reviews' and the instruction 'Upload material review results indicating program materials are medically accurate, age appropriate, culturally and linguistically appropriate, and trauma informed. Documentation must certify materials are medically accurate prior to use'. Below the instruction is a 'Collapse' button with a downward arrow.

At the bottom of the 'Material Reviews' section, there is a green '+ Add Attachment(s)' button. Below this is a table header for file management, with columns for 'Sort By:', 'Type', 'Page', 'File Name', 'Size', 'User', 'File Modified', and 'Properties Modified'. Under the 'Sort By:' column, the options 'Type' and 'Page' are listed, with 'Page' having a small downward arrow next to it.



Document Adaptations in MAX

- Complete Adaptation Request Form(s) in MAX
- Notify your PO via email to let them know you have completed this step.
- Repeat for other types of adaptations and/or program materials

The screenshot displays the OPA MAX system interface. On the left is a navigation menu with items: About OPA MAX, Contact Information, Profile Information, Progress Report Review, Continuation Application Technical Review, Adaptation Request, and Add New Adaptation Request. The main content area shows a header with filters: 'All Grantees' (selected), 'My Grantees', 'Filter By Grant Program' (set to 'All'), 'Filter by Program Model' (with a close button), and 'Filter by Status' (with options for 'All', 'Minor', and 'Major'). Below the filters, a blue bar indicates 'Adaptation Requests: 0 record(s)'. A modal window titled 'Create Adaptation Request' is open, containing a dropdown menu for 'Please select a grant program' (currently showing 'Please select...'), a text input field for 'Program Model', and two buttons: 'CREATE ADAPTATION REQUEST' and 'CANCEL'.



Types of Adaptations in MAX Adaptation Form

Please indicate the type of adaptation that is being requested

Type of adaptation:

- | | |
|---|---|
| <input type="checkbox"/> Setting | <input type="checkbox"/> Population |
| <input type="checkbox"/> Dosage | <input type="checkbox"/> Facilitator |
| <input type="checkbox"/> Method of Implementation | <input type="checkbox"/> Revising Program Materials |
| <input type="checkbox"/> Other (Please describe) | <input type="checkbox"/> Addition or removal of an activity/lesson/service/etc. |

if other, please describe:



POLL

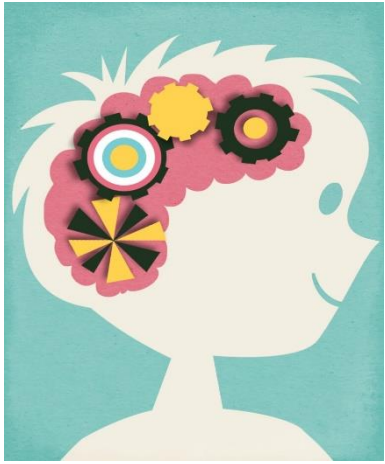
- I have experience conducting a materials review
- I have some experience conducting parts of a materials review
- I do not have experience conducting a materials review



Deeper Dive into Review Categories



Age Appropriate



Program content, instructional strategies, and teaching methods are appropriate for the age group and other specific characteristics of the target audience.



Age Appropriate (continued)

Discussion:

- What common issues have you found?
- What tips do you have for who is best suited to do this review?
- What additional suggestions/resources do you recommend that could help someone conducting this review?



Medically Accurate

Information is based on current guidelines, the latest science, and on the best medical evidence.



Information is referenced to peer reviewed publications by educational, scientific, governmental, or health organizations.



Medically Accurate (continued)

Types of medical accuracy issues that may arise include information that is:

- Inaccurate
- Incomplete
- Outdated
- Poorly referenced or supported by non-scientific “studies”
- Confusing/misleading
- Over or understating facts



Medically Accurate (continued)

Discussion:

- What common issues have you found?
- What tips do you have for who is best suited to do this review?
- What additional suggestions/resources do you recommend that could help someone conducting this review?



Culturally and Linguistically Appropriate

Culturally and linguistically appropriateness assures that materials and language used is respectful of and responsive to the cultural and linguistic needs of the population being served.



Culturally and Linguistically Appropriate

Discussion:

- What common issues have you found?
- What tips do you have for who is best suited to do this review?
- What additional suggestions/resources do you recommend that could help someone conducting this review?



Trauma-Informed

A trauma-informed approach refers to how a program, agency, organization, or community thinks about and responds to those who have experienced or may be at risk for experiencing trauma.



Trauma-Informed (continued)

Discussion:

- What common issues have you found?
- What tips do you have for who is best suited to do this review?
- What additional suggestions/resources do you recommend that could help someone conducting this review?



Additional Tips and Tools



- Identify and recruit a team of reviewers
- Provide a review template to complete
- Ensure reliable resources are used to fact-check information (see list of recommended resources in Review Guidance)
- Have all key program staff go through the program materials
- Check out tools in MAX (under TA tab - Program and Materials Review)
- Regularly review materials, as information is constantly evolving



Q&A

As a reminder, if you'd like to ask a question, below are the two options for doing so:

- Send a question via the chat box
- “Raise your hand” via the little hand next to your name to verbally ask a question (please remember to unmute and then mute when done)



Upcoming Events



- Performance Measures Office Hours – Sept. 23rd 3-4pm ET
- Youth Engagement Webinar – Sept. 30th 3-4:30pm ET
- Systems Thinking Workshop Series – Starts Tuesday, Sept. 29; every Tuesday through Nov. 13

