U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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FAMILY AND YOUTH SERVICES BUREAU
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MEDICAL ACCURACY REVIEW WEBINAR
+ + + + +
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PRESENT:

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3:00 p.m.

MS. CHERRY: Good afternoon, and
welcome to the meeting center. Today's
presentation is being hosted by F2 Solutions on
behalf of the Family and Youth Services Bureau
also known as FYSB.

Please note that this webinar is being
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You may activate the panel by clicking the icon in the icon tray for chat.

This concludes the housekeeping notes for the webinar. I will now turn the presentation over to Jacqueline Proctor, Project Officer with the Adolescent Pregnancy Prevention Program for FYSB. Good afternoon, Jacqueline.

MS. PROCTOR: Thank you. Hello, everyone, and welcome to Ensuring Medical Accuracy of Adolescent Pregnancy Prevention APP Programs Grantee Webinar.

My name is Jacqueline Proctor. I am a Project Officer at FYSB's APP program, and I am the liaison for the medical accuracy review process. Also presenting today is Elizabeth Moreno. She is the Project Manager with Paltech, and Paltech is the contractor implementing the medical accuracy review process.

On the agenda today, we will discuss the purpose of the medical accuracy review, also known as MAR, and you will hear MAR used throughout the webinar. What is medical accuracy
-- excuse me, why are medical accuracy and such reviews important?

We will also go over the requirements of APP grantees, completion of initial MAR by grantees, submission of materials for the MAR, responses to MAR reports, and we will also provide an explanation of the FYSB MAR process.

At the end of the webinar, we will open it up for questions. Please keep in mind if you have any questions specific to your program, please remember to email your project officer directly.

Purpose of medical accuracy review, the purpose is mandated in legislation and required by the funding opportunity. Further, it is the intent of the Adolescent Pregnancy Prevention Program to ensure that all materials shared with program participants is medically accurate and age-appropriate based upon current medical information. The review process is designed to identify any inaccuracies and to make the necessary corrections prior to program
The term, "medically accurate and complete," means verified or supported by the weight of research conducted in compliance with accepted scientific methods, and published in peer-reviewed journals, where applicable or comprising information that leading professionals, organizations, and agencies with relevant expertise in the field recognize as accurate, objective, and complete.

What is medical accuracy? Why is medical accuracy important? Adolescents, along with all recipients of public health information, deserve reliable accurate information to best equip them to make healthy decisions for their lives.

Credibility is closely tied to accuracy, and programs that wish to impact and influence behaviors must ensure that information presented is medically accurate and appropriate for targeted age groups.

Why are medical accuracy reviews
important? Medical information is constantly evolving and as new discoveries are made, program materials can become outdated. Medical accuracy reviews help ensure that program materials are accurate and complete, and well as kept current and up-to-date. Grantees are encouraged to independently review materials on a regular basis and make updates as needed.

Requirements of APP Grantees: As an APP grantee, you will help ensure that your program materials are medically accurate by first conducting the initial medical accuracy review. You'll submit materials to FYSB and Paltech for review.

You'll respond to inaccuracies noted in the medical accuracy review report, and you'll submit responses and revisions to FYSB and Paltech, and this will be further explained by Elizabeth Moreno, and I will now turn the presentation over to her.

MS. MORENO: Thank you, Jacqueline.

Good afternoon, my name is Elizabeth Moreno and I
do work for Paltech, which is the company that
has been contracted to implement the medical
accuracy review process.

In the following slides, we're going
to discuss in more detail the various steps of
the review process, including the initial grantee
led review.

I also want to apologize in advance.
I have a bit of a cough which I'm hoping won't
flare up during the presentation, but if it does,
please bear with me as I mute my line to take a
sip of water.

Prior to submitting program materials
to Paltech and FYSB, grantees should conduct an
internal medical accuracy review. It is also
recommended that even when this entire review
process is complete, you continue to conduct
internal reviews at least yearly as medical
information changes, and you'll need to ensure
that your program has the most accurate and
current information available.

Let's dive into the initial review.
Grantees should conduct an initial review of their program materials for medical accuracy prior to submitting to FYSB and Paltech.

If you are using program materials that can be modified, any issues found during your review should be corrected prior to submitting your materials to FYSB and Paltech.

Our experience has demonstrated that grantees reviewing materials carefully prior to the intervention may make a difference in the materials you ultimately choose to use in your project.

For example, if you discover that there are issues that permeate the program materials and require major modification, you may decide to consider alternatives rather than having to incorporate extensive modifications.

Knowing this beforehand will save you the time of waiting until the end of the FYSB review process to be made aware of this and potentially have to start the review process all over again with different materials.
As you are conducting your review, the following are some examples of what to be on the lookout for. You'll want to ensure that facts and statistics are current and properly referenced.

If your program materials discuss contraceptive effectiveness rates, please use this chart to verify numbers. This chart will also be found on the next slide. If naming contraceptive brands, be mindful of new options available and old options that have been removed from the marketplace.

When discussing STDs, use the CDC STD fact sheets to verify information. This link also will be addressed on the next slide.

A list of resources has been developed to help reviewers verify medical information and provide recommendations and references for correcting medically inaccurate information. The links on the previous slide can also be found in this list. This list has been made available to you on the Medical Accuracy Review SharePoint.
site to assist with initial reviews.

The following is a screenshot of the first page of the resource list. The resources are organized according to topic, and the list can be downloaded from the Medical Accuracy Review folder in SharePoint. As you can see here, this is just a snapshot of a section of page one of the multi-page list.

If during your initial review, you discover that your program materials contain a significant number of medical inaccuracies, you should contact your project officer to discuss your concerns.

Next, we're going to discuss how to go about submitting program materials to FYSB and Paltech for review. Once the initial MAR is complete and program selection is final, grantees should complete a Grantee Submission Form and upload it to their MAR SharePoint folder, along with all their program materials.

The following is a screenshot of this form which can be downloaded from the SharePoint
site that we've discussed that is run by FYSB and RTI.

The grantee submission form is pretty straightforward. You'll fill out the grantee information up top, and then list out each component of your program materials that you will be submitting. For instance, if your curriculum contains a teacher manual, a video, and three brochures, you'll need to list out each of those components and the corresponding information.

Once you have completed your initial review, and you've fixed any issues found in your program materials that you're able to fix or change, and filled out your grantee submission form, you'll send in the following. You'll send in your completed grante submission form, and you'll also send in your program materials.

Program materials include any educational materials or information that will be provided to facilitators and participants, including, but not limited to teacher manuals, student manuals, handouts, videos, brochures,
PowerPoints, text messages, and video game content.

Please note that both your intervention curriculum materials and your control curriculum materials should be submitted for review.

If you have electronic files of your program materials, this is how you'll go about submitting them. Grantees should upload their electronic files of program materials to their medical accuracy review folder in the SharePoint site.

You will receive an email later this week, or you may have already received it, with instructions on how to access the SharePoint site. If you did not receive this email or don't receive it by the end of the week, or if you encounter difficulties accessing your folder, please contact your project officer for assistance.

This is a screenshot of what the SharePoint site looks like. If you are a PREIS
grantee, you will click on the PREIS folder and find your individual grantee folder within it. It is in that folder that you will upload your program materials and your grantee submission forms.

It is recommended that you create at least two subfolders in your main grantee folder, one for your program materials and another for any modifications that are later made in response to review reports. This will help with keeping things organized.

Please remember also to notify Paltech and your project officer via email any time you upload materials to SharePoint so that we are aware that these materials have been uploaded, and the same goes for the Tribal PREP grantees. You would click on that folder and then find your individual folder within there and upload your materials.

If you only have a hard copy of a curriculum, you'll follow these instructions. Print or hard copies should be sent using a
tracking service such as FedEx, UPS, or USPS to the following address, and you will make it out to the attention to me, Elizabeth Moreno, and there the address has been provided.

Grantees should email Paltech and copy their PO notifying them that a package has been sent so that we can be on the lookout for it, and once we have received the package, we will send you a confirmation email letting you know it has been received.

If you don't hear from us, please follow up to make sure the package did not get lost along the way. Also, grantees should attach the completed grantee submission form to the email that you send to us letting us know that you have sent the package so that we can know exactly what items to expect.

Next we're going to discuss what happens once we receive your materials. The following is a brief overview of the review process.

Step number one, the MAR contractor,
which is Paltech, receives program materials for review.

As part of the MAR contractor team, Lara Cochran and myself will be working with you to confirm receipt of materials, assign materials to reviewers, consolidate reports, send reports to FYSB and grantees, and review modifications.

If at any point in the process you have questions or need assistance, we'll be available to help. Laura is the project coordinator and will have access to SharePoint, and will be working closely with the reviewers and grantees. Both of our contact information will be provided at the end of this webinar.

Step number two, the contractor then assigns the materials to two independent reviewers. As you can see, all materials will be reviewed by two reviewers to help ensure thorough reviews.

Step number three, reviewers review materials for medical information. They complete a review report indicating any issues found and
recommendations for correcting those issues, and then send reports to the contractor. We will then synthesize the two reports and send the final consolidated report to FYSB.

Step number five, the consolidated report, once approved by FYSB, is then sent to the grantee, and the grantee is required to make corrective changes when applicable.

And lastly, grantee modifications are reviewed by FYSB and the contractor, and a final email is sent to the grantee stating that they may proceed with implementation of updated materials, assuming that their modifications addressed all of the issues.

The consolidated reports will be uploaded to the grantee folders and SharePoint site, and any modifications made to materials in response to these reports should also be uploaded to these folders.

Please remember that it's important to send an email to Paltech and your project officer any time materials are uploaded to SharePoint so
that we are aware that they are there and ready
for review.

This timeline provides a snapshot of
the process. The review process can take up to
six weeks depending on how many materials overall
are submitted, how they are submitted, for
example, whether they're submitted electronically
versus a hard copy is mailed in, how lengthy the
program materials are, and how much medical
information they contain.

Once grantees have received their
reports, if revisions are needed, they should be
completed and submitted within two to four weeks.
I'll go ahead and read through each step, and if
there are any questions, please jot them down so
they can be shared at the end of the webinar
during our Q&A time.

So step number one, the grantee
submits their curriculum materials and review
request to Paltech and copies their PO. Step
number two, Paltech processes the review request
and assigns and sends the material to two
reviewers. Step number three, the medical accuracy reviewers conduct the review of the curriculum materials.

You can see there that the time varies week two to five depending on, again, if we just receive one copy of a curriculum, that means that we will have to mail it to the first reviewer, and when they are done, they will then mail it to the second reviewer which will extend the amount of time it takes to review that item, and therefore, electronic copies are encouraged if that is an option.

Step number four, Paltech reviews the medical accuracy review reports that were created by the reviewers and then develops a consolidated report. Step number five, Paltech submits the consolidated report to FYSB and sends to the grantee once approved.

Step number six, the grantee reviews the medical accuracy review results. Step number seven, the grantee, if needed, revises their curriculum or creates insert pages to address the
issues that were found.

Step number eight, the grantee submits their revisions to Paltech and FYSB, and step number nine, Paltech reviews the revisions and provides feedback to FYSB and the grantee.

Again, the range of time here in the timeline is dependent on various factors, including whether materials are sent electronically or via mail, the length of the materials, and amount of medical information the materials contain.

Next, we're going to take a look at the format of the review reports and what to expect. The following is a screenshot of the first page of the medical accuracy review report template. This is the template that will be used by reviewers, and the report you receive at the completion of the reviews will be in this format. A copy of the template can be downloaded from the SharePoint site.

This is a screenshot of the top portion of the first page of the review form
template. When you download it from SharePoint, you will see there's a section on the second page where issues can be noted.

Types of medical accuracy issues that may arise and be reported on include information that is inaccurate, incomplete, outdated, poorly referenced, or supported by non-scientific studies, or confusing or misleading.

The following slides include specific examples of medical accuracy issues and exhibit how such issues will be documented in the MAR reports. In this example, we have an issue that was found in a teacher's manual of XYZ curriculum on page 10. It was found in the fifth paragraph when discussing STDs.

The issue was that the text states that chlamydia is a viral infection, which is inaccurate, and it cited People Magazine as the reference. The reviewer recommended that they provide the correct information, which is that chlamydia is a bacterial infection, and cite with an appropriate source such as the CDC fact sheet.
on chlamydia listed at the bottom.

In this video during minute 23 where a teenage girl is informing her friend about STIs and their symptoms, inaccurate information is stated. The girl states that STIs never have symptoms, which is not accurate.

The reviewer recommends that the facilitator pause the video at this point and provide a handout with correct information and appropriate citation. The correct information would be that although many STIs have mild to no symptoms, sometimes symptoms do develop.

A list of STIs and possible symptoms can be found at the link below, and then they provided a link to the Office of Women's Health STI Overview which could then be provided to the students as well in a handout.

On this example, an issue was found on a poster. The poster is a chart on birth control methods and contains outdated information on currently available methods and the most recently FDA-approved brand names.
The reviewers recommend that this poster be replaced with either a new poster or a handout with updated information from the links they provided in the reference section.

Once reviews have been completed and reports have been delivered to grantees, grantees will need to address any medical accuracy issues that were found and reported on. In the following slides, I'll discuss what will be required of grantees in this step of the process.

All issues noted in the MAR report must be addressed. How the grantee goes about addressing issues may vary. For example, you may make modifications to the actual curriculum text if you own the text and are able to do that, if not, you may create an insert with updated information, or you may select a different or supplemental brochure, video, handout to use which contains correct and current information.

If you are using copyrighted materials, you are not able to alter the copyrighted material. Therefore, for your
modifications, you can create an insert page that will provide the program facilitators with the information they should use when implementing the program.

If you are the owner of the program materials, you should modify the materials on the page that requires editing. In either case, you may decide to use a different material altogether or add a new or supplemental material.

For instance, if your program contains an outdated poster, you may choose to use a different poster, or if your curriculum discusses birth control, but does not provide effectiveness rates, you may choose to add a supplemental brochure which discusses the most current birth control effectiveness rates, or a handout with a link to where they could find that information.

Once you have completed your modifications, or created insert pages, or found supplemental items that you desire to use, these should be submitted to Paltech and FYSB via the SharePoint website. Again, please remember to
email us to let us know when you upload a new item.

How will FYSB and Paltech verify that the modifications have been made and issues have been addressed? The grantee will provide copies of your insert pages to FYSB and Paltech if you're using copyrighted materials, or for materials that are owned by the grantee, modifications will be incorporated right into the materials themselves and submitted for review.

When modifications are made to the satisfaction of FYSB, an approval notification will be sent to the grantee. We will review any modifications, insert pages, or supplemental brochures or items, and provide feedback to you if additional information or changes are needed.

In closing, we're excited about the work that you're going to be doing. We're here to help you ensure your programs and medically accurate and ready for implementation. And also, we encourage you to continue conducted medical accuracy reviews periodically, such as annually,
to make sure your materials remain current, accurate, and complete.

At this point, I'd like to hand it back to Jackie.

MS. PROCTOR: Thank you, Elizabeth. Please remember that if you email your project officers or email, I'm sorry, Paltech, please be sure to include your project officer in the email.

The contact information is provided for all of the project officers, Itege Bailey, Sarah Axelson, Jessica Johnson, Mona-Lee Belzaire, Rachel Yavinsky, and Paltech staff, Elizabeth Moreno and Lara Cochran.

At this time, we'll open it up for questions. Thank you.

MS. CHERRY: Okay, we have a question from Robin Lutz. She says, "The first page of the MAR form says 'copyrighted and licensed'. Since we are a PREIS grantee, our curriculum will not yet be copyrighted or licensed. That is okay, right? Our hospital lawyers take quite a
long time to provide us with the copyright."

MS. BAILEY: Hi, this is Itege Bailey, one of the project officers. And so, that's a great question in regards to PREIS programs and PREIS curriculum and intervention, as a number of PREIS grantees might not have their intervention copyrighted yet, so it is fine.

We recognize where you are in the process of your projects. If your intervention is not copyrighted, those materials and that intervention can still be submitted for medical accuracy review.

MS. CHERRY: Okay, and I do not see any more questions on the floor. Oh, I do have a question here. I'm sorry. The question is from Michael Maurice. "Do we need to submit all materials for both our intervention and an alternative control program?"

MS. BAILEY: So, this is Itege Bailey again. I'm from FYSB, one of the project officers. And grantees are required to submit all of the materials for their intervention group
and also if there is a control group, so, yes, you will need to submit all materials for both the intervention and the alternative control program.

MS. CHERRY: Okay, and he responded, "Thank you." All right, the next question is from, one second here, the next question is from Celia Thomas. She writes, "Our mobile app is in development while everything else is completed. Can we send in everything else and then the app information later?"

MS. MORENO: Hi, Celia. This is Elizabeth from Paltech, and that would be fine. In general, we encourage that grantees send all of their materials at one time, but we do recognize there are going to be special circumstances where a video is being developed or something like that, and so if the rest of your materials are ready, you can go ahead and send those in.

And I can't remember if you said it was a game or a video, but either way, if you are
able to send in the script once that's done for
the back end of it so that we can see all of the
content, that would be great.

MS. CHERRY: Okay, she also wanted to
note that, "The app will not be introducing new
information." Okay, Mara Decker, she asks, "If
we have digital technologies such as a database,
how would you like for that to be submitted?"

MS. MORENO: Again, the - in whatever
format we can see all of the content most
clearly, that would be the best format, and so we
have reviewed, for instance, some games online
that require you going through multiple steps and
so forth, so it's hard to make sure that you
capture all of the content.

So we have asked grantees in those
situations to provide a script of any
information, or text, or even things that are
being spoken in the game.

And so in this database, if there is
a way to extract that content and send it to us,
that would be best, or if it's just a website
where you can click on it and we can see all of
that information and it's easy to see on the
website, that's fine as well.

MS. CHERRY: Okay, and we have another
question from Michael Maurice who I've noted is
from James Madison University. "For our
intervention, we are producing videos and will be
submitting scripts. Is there a way to get
feedback or reviews on a unit by unit basis in
order for us to begin filming and production?"

MS. MORENO: Again, it is recommended
that most of your materials be submitted at one
time, and so with a video script, we send things
to reviewers in chunks so they get one project to
work on, so it would be challenging if we had,
let's say, five pages coming in each week.

So it would be recommended that when
you have a good core or a significant amount
done, let's say you split it in two parts, that
would be fine to send in part one so that we can
review while you're working on part two, but we
would discourage, for instance, 10 parts being
sent in over 10 weeks.

MS. CHERRY: Okay, and he just wanted to follow up to say, "We plan to submit everything at once, but are interested in receiving feedback in chunks if possible."

MS. MORENO: Okay, in a special case like that, if you could just reach out to us individually, and then we can discuss that and see if that would be a possibility.

MS. CHERRY: Okay, all right, give me one minute here to see if there are any more questions on the floor. All right, I don't see any more questions in the chat box at this moment, and I do not see any hands raised.

So what I'm going to do right now is I'm going to take a moment to open all of the lines just in case someone is on a cell phone and they're not able to respond in participating in the webinar.

Everyone, because I'm unmuting your line, please make sure that you remain as quiet as possible, minimizing any background noise,
because everyone will be able to hear you on the call, so give me one second.

Okay, so I have unmuted everyone's line, and if you have any questions, please let them know right now. Okay, and it looks like there are no questions at this moment, so I'm going to mute the lines back. Give me one second here.

I do have a question from Dorothy Padgett. She wants to know, "Can we receive" - I'm sorry, Dorothy, I just missed your question there. It was something that you wanted to receive. If you could try to send it to me in a - a copy of the presentation. We will have a copy of the presentation, the recording. It will be provided to you at a later time.

And I apologize, one moment. I'm trying to mute everyone's line, but for some reason, it's not letting me do it. Okay, all right, well, at this time, I cannot unmute everyone's line, but Jacqueline, if you want to go ahead and close out the presentation, that
would be fine.

MS. PROCTOR: Thank you, and thank you, everyone, for attending this webinar. Once again, please remember to contact your project officer all correspondence and emails. Thank you again. We'll be here to support you and look forward to working with you.

MS. CHERRY: All right, this concludes this webinar. Thank you all.

(Whereupon, the above-entitled matter went off the record at 3:39 p.m.)