

**New York City Department of Health and Mental Hygiene
Bureau of HIV/AIDS Prevention and Control
Program Review Panel**

PRP PROCESS: QUICK VIEW

The Program Review Panel (PRP) of the Bureau of HIV/AIDS Prevention and Control (BHIV) at the New York City Department of Health & Mental Hygiene (NYC DOHMH) reviews written, audiovisual and web-based materials produced by HIV prevention service providers who are funded by the NYC DOHMH. The PRP ensures that all materials are scientifically and technically accurate, are appropriate for the target audience, contain no obscenities and are in compliance with the *Basic Principles* set by the Centers for Disease Control and Prevention (CDC).

Party Responsible	Duties
Agency	<ul style="list-style-type: none"> Consult DOHMH Project Officer before developing or purchasing the material.
DOHMH Project Officer	<ul style="list-style-type: none"> Determine whether the proposed materials are appropriate for the program for which they will be used When approved, send <u>Project Officer Letter</u> notifying agency to proceed with review process
Agency	<ul style="list-style-type: none"> Complete the <u>Materials Review Cover Sheet</u> Submit materials along with cover sheet to Public Health Solutions (PHS)/HIVCS Contract Manager
PHS Contract Manager	<ul style="list-style-type: none"> Determine that the materials are compliant with the terms of the contract under which they were produced Forward the agency's materials with the <u>Materials Review Cover Sheet</u> and the <u>Project Officer Letter</u> to the DOHMH Program Review Panel Chair Complete the <u>Materials Review Board Tracking Sheet</u> Maintain one copy of the materials submitted for review
PRP Chair	<ul style="list-style-type: none"> Distribute the materials package which includes the coversheet, the appropriate review form, and the materials to be reviewed to the Panel within five business days of their receipt and sends a copy to the Director of HIV Prevention
PRP Members	<ul style="list-style-type: none"> Review materials and complete materials review form Submit materials review form within deadline given by Chair

Party Responsible	Duties
PRP Chair	<ul style="list-style-type: none"> Finalize review with the Director of HIV Prevention Notify the agency in writing of the Panel’s decision within 30 days of receipt of the material at DOHMH from PHS/HIVCS Copy the Vice Chair and the agency’s PHS/HIVCS Contract Manager along with their Program Manager and the Director of the BHIV Project Officer Unit* Answer agency’s questions about the Panel’s decision by telephone or in writing Send declination of revision letters from agency Vice Chair and the agency’s PHS/HIVCS Contract Manager and their Program Manager
PHS Contract Manager	<ul style="list-style-type: none"> Complete the <i>Materials Review Board Tracking Sheet</i> with the outcome of the first decision and updates as needed Ensure a copy of decision letter is placed in the working file Place a copy of the determination with the copy of the material submitted for review in the drawer for Program Review Panel items.

DOCUMENT REFERENCES

Document Owner	Document Name
DOHMH – BHIV	<i>BHIV Program Review Panel_Project Officer Letter</i>
DOHMH – BHIV	<i>BHIV Program Review Panel_PRP Process_Overview</i>
PHS – HIVCS	<i>BHIV Program Review Panel_Materials Review Cover Sheet</i>
PHS – HIVCS	<i>Materials Review Board Tracking Sheet</i>

* Conditional approval requires resubmission by agency. See [*BHIV Program Review Panel PRP Process Overview*](#) document.