

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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MARCH 21, 2017

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**PRESENT:**

CLARISSA CHERRY, Host, F2 Solutions  
JACQUELINE PROCTOR, Project Officer, FYSB  
ITEGE BAILEY, Project Officer, FYSB  
JESSICA JOHNSON, Project Officer, FYSB  
ELIZABETH MORENO, Project Manager, Paltech, Inc.

**AGENDA**

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1 P-R-O-C-E-E-D-I-N-G-S

2 3:00 p.m.

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

8 Please note that this webinar is being  
9 recorded and will be available for download and  
10 playback at a later date. At this time, all  
11 participant lines have been muted to prevent  
12 background interference.

13 Upon joining the webinar, you were  
14 asked how you would like to join the audio  
15 portion of the call using your telephone or  
16 computer speakers. If you selected the  
17 telephone, then you were provided an attendee ID  
18 along with the telephone number and access code  
19 to join the meeting.

20 This attendee ID links your internet  
21 meeting window to the conference call. If you  
22 did not enter your attendee ID, we will not be

1 able to identify your line specifically.

2 However, you may still use the Q&A tool to ask  
3 program related questions using this feature at  
4 any time.

5 Now, how do you access the Q&A tool?

6 Great question. The icon is located at the top  
7 right of your screen. To activate your panel,  
8 click on the Q&A button in the icon tray.

9 Afterwards, you may type a question in the box  
10 provided and then select the person with whom you  
11 wish to direct your question, and click, "send."

12 You may also use the, "raise your  
13 hand," feature to ask a question. This icon,  
14 which looks like a hand, is located beside your  
15 name on the far right of the screen and will  
16 allow you to speak during the webinar.

17 During the live Q&A segment, the host  
18 will announce your name and unmute your line to  
19 ask your question or to provide a comment. If  
20 you have a technical question for the host, you  
21 may use the chat tool which is located in the  
22 panel box to the right of your screen as well.

1 You may activate the panel by clicking the icon  
2 in the icon tray for chat.

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

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

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

19 On the agenda today, we will discuss  
20 the purpose of the medical accuracy review, also  
21 known as MAR, and you will hear MAR used  
22 throughout the webinar. What is medical accuracy

1 -- excuse me, why are medical accuracy and such  
2 reviews important?

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

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

13 Purpose of medical accuracy review,  
14 the purpose is mandated in legislation and  
15 required by the funding opportunity. Further, it  
16 is the intent of the Adolescent Pregnancy  
17 Prevention Program to ensure that all materials  
18 shared with program participants is medically  
19 accurate and age-appropriate based upon current  
20 medical information. The review process is  
21 designed to identify any inaccuracies and to make  
22 the necessary corrections prior to program

1 implementation.

2           The term, "medically accurate and  
3 complete," means verified or supported by the  
4 weight of research conducted in compliance with  
5 accepted scientific methods, and published in  
6 peer-reviewed journals, where applicable or  
7 comprising information that leading  
8 professionals, organizations, and agencies with  
9 relevant expertise in the field recognize as  
10 accurate, objective, and complete.

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

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

22           Why are medical accuracy reviews

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

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

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

21 MS. MORENO: Thank you, Jacqueline.  
22 Good afternoon, my name is Elizabeth Moreno and I



1 do work for Paltech, which is the company that  
2 has been contracted to implement the medical  
3 accuracy review process.

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

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

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

22 Let's dive into the initial review.

1 Grantees should conduct an initial review of  
2 their program materials for medical accuracy  
3 prior to submitting to FYSB and Paltech.

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

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

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

18 Knowing this beforehand will save you  
19 the time of waiting until the end of the FYSB  
20 review process to be made aware of this and  
21 potentially have to start the review process all  
22 over again with different materials.

1           As you are conducting your review, the  
2 following are some examples of what to be on the  
3 lookout for. You'll want to ensure that facts  
4 and statistics are current and properly  
5 referenced.

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

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

16           A list of resources has been developed  
17 to help reviewers verify medical information and  
18 provide recommendations and references for  
19 correcting medically inaccurate information. The  
20 links on the previous slide can also be found in  
21 this list. This list has been made available to  
22 you on the Medical Accuracy Review SharePoint

1 site to assist with initial reviews.

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

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

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

21 The following is a screenshot of this  
22 form which can be downloaded from the SharePoint

1 site that we've discussed that is run by FYSB and  
2 RTI.

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

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

18 Program materials include any  
19 educational materials or information that will be  
20 provided to facilitators and participants,  
21 including, but not limited to teacher manuals,  
22 student manuals, handouts, videos, brochures,

1 PowerPoints, text messages, and video game  
2 content.

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

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

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

21 This is a screenshot of what the  
22 SharePoint site looks like. If you are a PREIS

1 grantee, you will click on the PREIS folder and  
2 find your individual grantee folder within it.  
3 It is in that folder that you will upload your  
4 program materials and your grantee submission  
5 forms.

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

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

20 If you only have a hard copy of a  
21 curriculum, you'll follow these instructions.  
22 Print or hard copies should be sent using a

1 tracking service such as FedEx, UPS, or USPS to  
2 the following address, and you will make it out  
3 to the attention to me, Elizabeth Moreno, and  
4 there the address has been provided.

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

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

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

22 Step number one, the MAR contractor,



1 which is Paltech, receives program materials for  
2 review.

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

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

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

20 Step number three, reviewers review  
21 materials for medical information. They complete  
22 a review report indicating any issues found and

1 recommendations for correcting those issues, and  
2 then send reports to the contractor. We will  
3 then synthesize the two reports and send the  
4 final consolidated report to FYSB.

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

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

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

20 Please remember that it's important to  
21 send an email to Paltech and your project officer  
22 any time materials are uploaded to SharePoint so

1 that we are aware that they are there and ready  
2 for review.

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

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

18 So step number one, the grantee  
19 submits their curriculum materials and review  
20 request to Paltech and copies their PO. Step  
21 number two, Paltech processes the review request  
22 and assigns and sends the material to two

1 reviewers. Step number three, the medical  
2 accuracy reviewers conduct the review of the  
3 curriculum materials.

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

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

19 Step number six, the grantee reviews  
20 the medical accuracy review results. Step number  
21 seven, the grantee, if needed, revises their  
22 curriculum or creates insert pages to address the

1 issues that were found.

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

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

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

21 This is a screenshot of the top  
22 portion of the first page of the review form

1       template. When you download it from SharePoint,  
2       you will see there's a section on the second page  
3       where issues can be noted.

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

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

16               The issue was that the text states  
17       that chlamydia is a viral infection, which is  
18       inaccurate, and it cited People Magazine as the  
19       reference. The reviewer recommended that they  
20       provide the correct information, which is that  
21       chlamydia is a bacterial infection, and cite with  
22       an appropriate source such as the CDC fact sheet

1 on chlamydia listed at the bottom.

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

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

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

18 On this example, an issue was found on  
19 a poster. The poster is a chart on birth control  
20 methods and contains outdated information on  
21 currently available methods and the most recently  
22 FDA-approved brand names.

1           The reviewers recommend that this  
2 poster be replaced with either a new poster or a  
3 handout with updated information from the links  
4 they provided in the reference section.

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

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

20           If you are using copyrighted  
21 materials, you are not able to alter the  
22 copyrighted material. Therefore, for your



1 modifications, you can create an insert page that  
2 will provide the program facilitators with the  
3 information they should use when implementing the  
4 program.

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

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

18 Once you have completed your  
19 modifications, or created insert pages, or found  
20 supplemental items that you desire to use, these  
21 should be submitted to Paltech and FYSB via the  
22 SharePoint website. Again, please remember to

1 email us to let us know when you upload a new  
2 item.

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

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

17 In closing, we're excited about the  
18 work that you're going to be doing. We're here  
19 to help you ensure your programs and medically  
20 accurate and ready for implementation. And also,  
21 we encourage you to continue conducted medical  
22 accuracy reviews periodically, such as annually,

1 to make sure your materials remain current,  
2 accurate, and complete.

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

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

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

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

17 MS. CHERRY: Okay, we have a question  
18 from Robin Lutz. She says, "The first page of  
19 the MAR form says 'copyrighted and licensed'.  
20 Since we are a PREIS grantee, our curriculum will  
21 not yet be copyrighted or licensed. That is  
22 okay, right? Our hospital lawyers take quite a

1 long time to provide us with the copyright."

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

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

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

19 MS. BAILEY: So, this is Itege Bailey  
20 again. I'm from FYSB, one of the project  
21 officers. And grantees are required to submit  
22 all of the materials for their intervention group

1 and also if there is a control group, so, yes,  
2 you will need to submit all materials for both  
3 the intervention and the alternative control  
4 program.

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

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

21 And I can't remember if you said it  
22 was a game or a video, but either way, if you are

1 able to send in the script once that's done for  
2 the back end of it so that we can see all of the  
3 content, that would be great.

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

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

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

20 And so in this database, if there is  
21 a way to extract that content and send it to us,  
22 that would be best, or if it's just a website

1 where you can click on it and we can see all of  
2 that information and it's easy to see on the  
3 website, that's fine as well.

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

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

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

1 sent in over 10 weeks.

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

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

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

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

20 Everyone, because I'm unmuting your  
21 line, please make sure that you remain as quiet  
22 as possible, minimizing any background noise,



1 because everyone will be able to hear you on the  
2 call, so give me one second.

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

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

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

1 would be fine.

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

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

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

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