



The Review Process: Navigating Timeline Challenges

Handbook of Standards and Procedures, Version 2.0

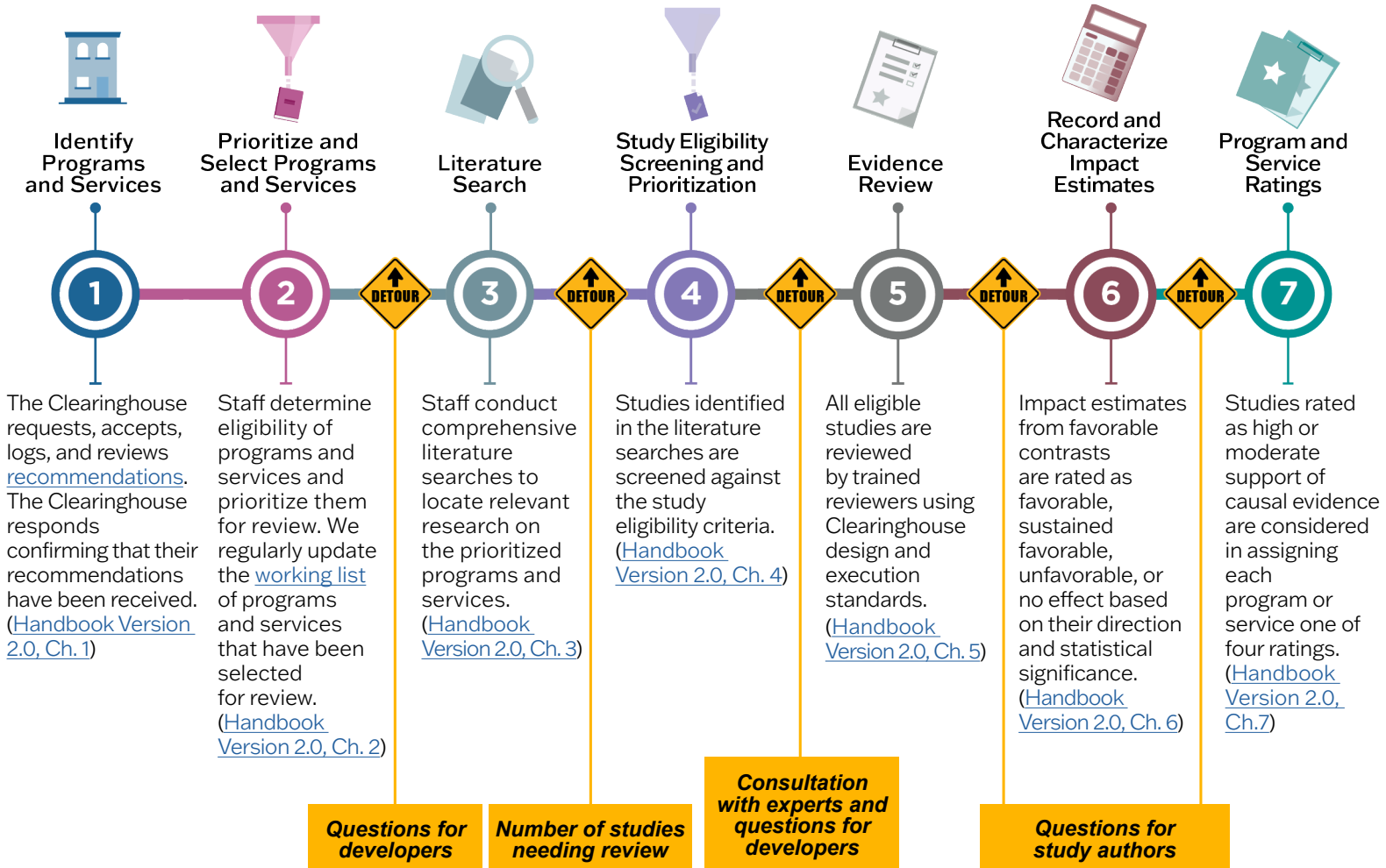
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The Title IV-E Prevention Services Clearinghouse (the Clearinghouse) aims to review and rate as many programs and services as quickly as possible to support states' efforts to improve outcomes for children and families through implementation of the Family First Prevention Services Act as codified in Title IV-E of the Social Security Act. The Clearinghouse frequently receives questions related to the review timeline. This fact sheet aims to (1) describe factors that influence the review process timeline and (2) identify steps that study authors and program or service developers can take to help ensure a timely review process.

How does a program or service move through the review process?

The figure below shows how a program or service moves through the systematic review process and highlights possible detours that can slow the process. To identify, review and rate programs and services, reviewers follow guidance outlined in the Clearinghouse's [Handbook of Standards and Procedures, Version 2.0](#).

OVERVIEW OF REVIEW PROCESS TIMELINE



What influences the time it takes to review a program or service?

Review timelines are influenced by a number of factors including, but not limited to:



- Whether the Clearinghouse has questions for developers about manual availability or adaptations
- The number of eligible studies evaluating the impact of a particular program or service on at least one target outcome
- The complexity of the eligible studies of a program or service, such as the number of eligible outcomes reported in studies, the number of follow-up measurements of the outcomes reported in studies, and the number of eligible intervention and comparison conditions included in studies
- Questions that arise during the review of studies that require internal or external expert consultation
- Whether eligible studies have all the information necessary to complete the review or author queries will be needed to obtain additional information, and if queries are needed, the timeline for authors to respond.

How can study authors help support the review process?

As authors write up study results, they can proactively include information required for the review process. Comprehensive reporting up front can prevent the need for author queries. For guidance, see the [Reporting Guide for Study Authors](#). The Clearinghouse contacts study authors if additional information is needed to assess reliability of measures, attrition, baseline equivalence of treatment and comparison group, or other factors that can influence study ratings. If an author does not respond to a query, reviewers complete the review with the information available. Prompt responses to author queries can help ensure a timely review.

Study authors can support the review process by:

- Providing comprehensive study results. Refer to the [Reporting Guide for Study Authors](#).
- Responding promptly to author queries

How can program or service developers help support the review process?

The Clearinghouse may contact program or service developers for information about the book, manual, or other documentation that describe how to implement or administer the practice to verify its eligibility. Developers may also be contacted to determine if there are other versions or adaptations of the program or service. Finally, the Clearinghouse contacts developers to review the description of the program or service that will appear on the website.

Developers can support the review process by:

- Listing contact information clearly on the program or service website
- Proactively contacting the Clearinghouse [inbox](#) with contact information for specific people, and provide information about where written or recorded books, manuals, or other documentation can be publicly accessed
- Responding promptly to developer queries and reviewing the Clearinghouse's description of the program in a timely manner
- Examining the [Reporting Guide for Study Authors](#) for suggestions on how to facilitate the review process

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