

Process for Submitting Adaptation Requests for IDHS Approval

Grantee must view the [Adapting YPE Programs for Fit and Relevance](#) online training to learn the steps necessary to assess the fit of their YPE curriculum with their audience and apply a process to identify appropriate adaptations to improve its relevance. **The Grantee must not implement any adaptations prior to receiving IDHS approval.** Any adaptations must be discussed and approved with the Grantee's supervisor/grant contact prior to submitting a request to IDHS.



Grantee completes and submits the **Youth Prevention Education Adaptation Request Form**. This form must be completed for **ALL** adaptation requests, with the exception of changing names in curriculum scenarios and activities to be more culturally relevant to the community they serve, which can be done at the Grantee's discretion. The form is linked [here](#), but can also be found in the [Adapting YPE Programs for Fit and Relevance](#) online training, or on the [SUPP Grantee Information Page](#) of the Prevention First Website.



Once the form has been submitted, send an email to your SUPP program Coordinator, Malayzja.Anderson2@Illinois.gov or Autruse.wilson@illinois.gov, and CC Shantel.high@illinois.gov with any required supporting documentation. Subject line: *Grantee Organization* documentation for YPE Adaptation Request



IDHS has 30 days from the receipt of the request and supporting documentation to review and provide a response. During this time, IDHS may request additional documentation from the Grantee or consult with Prevention First and/or CPRD to aid in decision-making.



Once IDHS approves/disapproves the request, under the Communication Log in the Prevention Hub, the PDF document of the original Adaptation Request form will be uploaded, with a narrative response with any information needed regarding the decision.



If necessary, CPRD will make changes to the HUB for the evaluation of the Grantees YPE cycles and will notify the Grantee when the changes are complete.



If the Grantee chooses to carry that adaptation into the next fiscal year, they must submit a continuation request utilizing the Adaptation Request form. All continuation requests must be received by July 31.