

Appendix B. Details of 9-Step Translation Process

Step	Activity
1. Preparation	Research team identified and obtained permission to use and adapt empirically validated scales and educational materials (e.g. STAR study materials, Butler et al. BMJ 2012).
2. Forward Translation	Bilingual research staff provided the initial English to Spanish forward translation and presented a draft to CAB for feedback.
3. Reconciliation	CAB provided edits to translated documents. All CAB feedback was merged into a single translation.
4. Back Translation	Bilingual research staff provided the initial translation from Spanish to English and presented a draft to CAB for feedback.
5. Back Translation Review	Research staff and CAB compared Spanish and English translations to identify and correct discrepancies.
6. Cognitive Debriefing	Research staff tested both English and Spanish materials with parents, stakeholders and health literacy experts to assess cultural relevance with native speakers.
7. Results and Finalization	Research staff compared stakeholder's interpretation of translation with the original version and made changes as needed.
8. Proofreading	Research staff and CAB members conducted a final review of all study documents to correct for typographical and grammatical errors.
9. Final Report	A final report was developed to document the translation process for our Institutional Review Board.