



5 INFORMATION AND EDUCATION MATERIALS APPROVAL

POLICY:

Every project is responsible for reviewing and approving informational and educational materials. The Information and Education (I&E) Advisory Committee may serve the community participation function in 42 CFR 59.5(b)(10) if it meets the requirements, or a separate group may be identified.

5.1 Materials Review and Approval Process

Title X grantees and sub-recipient agencies are required to have a review and approval process, by an Advisory Committee, of all informational and educational materials developed or made available under the project prior to their distribution (Section 1006 (d)(2), PHS Act; 42 CFR 59.6(a)).

5.2 Advisory Committee Diversity

The committee must include individuals broadly representative (in terms of demographic factors such as race, color, national origin, handicapped condition, sex and age) of the population or community for which the materials are intended (42 CFR 59.6(b)(2)).

5.3 Advisory Committee Membership

Each Title X grantee must have an Advisory Committee of five to nine members, except that the size provision may be waived by the Secretary for good cause shown (42 CFR 59.6 (b)(1)). The Advisory Committee must review and approve all informational and educational (I&E) materials developed or made available under the project prior to their distribution to assure that the materials are suitable for the population and community for which they are intended and to assure their consistency with the purposes of Title X. (Section 1006(d)(1), PHS Act; 42 CFR 59.6(a)).

5.4 Grantee Oversight for Materials Review

The grantee may delegate I&E functions for the review and approval of materials to sub-recipient agencies; however, the oversight of the I&E review process rests with the grantee.

5.5 Advisory Committee Responsibility for Materials Review

The Advisory Committee(s) may delegate responsibility for the review of the factual, technical, and clinical accuracy to appropriate project staff; however, final responsibility for approval of the I&E materials rests with the Advisory Committee.



5.6 Advisory Committee Requirements

The I&E Advisory Committee(s) must:

- Consider the educational and cultural backgrounds of the individuals to whom the materials are addressed;
- Consider the standards of the population or community to be served with respect to such materials;
- Review the content of the material to assure that the information is factually correct;
- Determine whether the material is suitable for the population or community to which it is to be made available; and
- Establish a written record of its determinations (Section 1006(d), PHS Act; 42 CFR 59.6(b)).

PROCEDURE:

The grantee, ND FPP, will oversee the statewide I & E Committee.

Educational materials must be reviewed and approved by the state I& E Committee prior to being made available to clients.

The state I & E committee will call for new materials at least once per year; however, materials for review can be submitted at any time.

The grantee maintains and updates:

- Lists/Rosters of Advisory Committee Members
- Meeting minutes
- Approved brochures

An evaluation form will be sent to committee members to complete on each of the educational materials to assure factual, technical, and clinical accuracy components.

Approval of each handout will be determined by majority vote (i.e.: four of five members approving). In the event of a dispute, a formal meeting will be held with all committee members to resolve the dispute and determine approval/disapproval of disputed material(s). Meeting minutes would be taken and distributed in the event of a formal meeting.

The grantee will establish a written record of its determinations and track approved materials. The updated list of materials will be sent at least annually to each delegate agency. The list will also be posted to the ND FPP website under the Reference section.

<http://www.ndhealth.gov/familyplanning/for-grantees/>

Educational materials at service sites will be reviewed during triennial site reviews.



Program brochures from local and other agencies do not require approval before use. (e.g. WIC, Social Service Agencies, Public Health, Medicaid)