



FAMILY PLANNING PROGRAM

SECTION: Community Education

POLICY AND PROCEDURE MANUAL

SUBJECT: Information and Education
Committee and Community
Participation Requirements

POLICY:

Each Title X grantee agency is required to have a review and approval process, by an advisory committee, of all informational materials developed or made available under the project prior to their distribution. The State Department of Health - Family Planning Program shall form and maintain an Information and Education Committee on behalf of the local delegate agencies. Each local delegate agency can choose to maintain its own Information and Education Committee in accordance with federal Title X guidance and must keep record of approved materials at their individual site.

Each local delegate agency **MUST** establish and implement planned activities to facilitate community awareness of and access to family planning services in their area(s). Each local delegate agency must participate in community education programs.

PROCEDURE:

Information and Education Committee: *“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)).*

1. The committee should:
 - a) consist of five (5) to nine (9) members, who are broadly representative of the population for which the materials are intended;
 - b) consider the cultural and educational backgrounds of the individuals who will be receiving these materials;
 - c) consider the standards of the population (or community) with respect to such materials;
 - d) review the content of the materials to assure that the information is factually correct;
 - e) determine whether the material is suitable for the population (or community) for which it is to be made available;
 - f) establish a written record of its determinations. The state will track approved materials and will send an updated list of these materials at least annually to each local delegate agency
2. The committee will call for new materials at least once per year; however, materials for review can be submitted at any time.
3. The Family Planning Nurse Consultant will send out materials needing approval to the committee members along with an evaluation form that must be completed for each handout reviewed.
4. 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).

COMMUNITY EDUCATION:

1. Local delegate agencies must provide an opportunity for participation in the development, implementation, and evaluation of agency program(s) by persons broadly representative of the population to be served; and by persons in the community knowledgeable about the community's needs for family planning services.
2. Participation in such programs should be based off of a community needs assessment and should contain a written implementation and evaluation strategy.
3. The community education should serve to enhance community understanding of the program objectives, make known the available services to potential clients, and to encourage (continued) participation by persons to whom family planning may be beneficial.