



**FAMILY PLANNING PROGRAM
POLICY AND PROCEDURE MANUAL**

SECTION: Community Education
SUBJECT: Information and Education Committee
and Community Participation
Requirements

Policy:

Each clinic has the option to utilize the statewide Information and Education Committee (IEC), a local IEC, or utilize both as needed. If a local IEC is utilized in addition to the statewide IEC, the local IEC must abide by the Title X guidelines. The advisory committee must consist of five to nine individuals who are broadly representative of the community or population for which the materials are intended. Each family Planning project must establish and implement planned activities to facilitate community awareness of and access to family planning services. Each family planning project must community education programs. The community education program(s) should be based on the assessment of the needs of the community and should contain an implementation and evaluation strategy.

Procedures:

Oversight responsibility for the IEC rests with the grantee. The grantee may delegate I&E functions for the review and approval of materials to sub-recipient agencies. This should include all materials produced by the Federal government and national organizations. If a clinic chooses to utilize any of the approved items from the state IEC list (The State Approved Materials list will be materials approved by the State IEC), they do not need local IEC approval. A clinic may choose to adapt an approved educational piece to include their local contact information, but must not change any of the educational content.

If a clinic chooses to create their own educational materials or use materials not on the State Approved Materials list, they must have either the statewide or their local IEC approve the information as described in the guidelines below.

Statewide IEC

The statewide IEC will conduct a meeting on an annual basis and may schedule additional meetings as needed. The statewide IEC will perform the following duties:

- IEC will review and approve new educational materials prior to distribution and add them to the Approved Materials list. This list will be updated and sent to the local clinics at least annually.
- IEC will consist of at least one teen and one male member who will assist with the review of materials and will participate in an annual conference call meeting.

Local IEC

Local IECs will consist of five to nine members who are broadly representative of the community. If educational materials are developed by a local program, the materials can be reviewed by either the local IEC if one exists, or by the statewide IEC, whichever is more convenient and timely for the program. Locally developed materials will be reviewed to ensure that the materials are suitable for the population and community they are intended and to assure their consistency with the purposes of Title X.

Submitting Educational Materials for Review

All educational materials need to be reviewed and approved before utilizing them in the clinic. New materials can be submitted any time during the year. The IEC will call for materials at least once per year, occurring every **fall**; however materials may be submitted at any time.

Clinics must send the material to the Family Planning Nurse Consultant either by mail or via email, if an electronic copy exists. If the material exists as a hard copy only, at least five copies of the material must be submitted for review. The Family Planning Nurse Consultant will then circulate the material to all members of the IEC for review.

All materials must show documentation of approval from all IEC members. This process for review and approval will go into effect on July 1, 2014. All materials approved prior to this date do not require this documentation.

Materials will be reviewed and the final decision for approval or denial will be made within two months of receiving the material. If approved, the clinic will be notified via email that they have approval to begin using the material. If the material is denied, the clinic will receive results from the IEC review with explanations for the denial, along with suggestions for improvement if applicable. If revisions are made to a material, that material can be re-submitted to the IEC for further review at any time. If a material is approved, the new material will be added to the statewide Approved Materials list and an updated list will be sent to all delegate agencies, highlighting the new material(s), within one month of approval.

IEC Material Review Guidelines

In reviewing materials, the IEC must:

1. Consider the educational and cultural backgrounds of individuals to whom the materials are addressed
2. Consider the standards of the population or community to be served with respect to such materials
3. Review the content of the material to assure that the information is factually correct;
4. Determine whether the material is suitable for the population or community to which it is to be made available
5. Establish a written record of its determinations.

Funding Acknowledgement on Publicly Distributed Materials

Clinics need to identify Title X funding was used on publications.

Community Participation

Title X delegate agencies must provide an opportunity for participation in the development, implementation, and evaluation of the project by persons broadly representative of all significant elements of the population to be served, and by persons in the community knowledgeable about the community's needs for family planning services.

The IEC may serve the community participation function if it meets the above requirements, or a separate group may be identified. In either case, the grantee and delegate project plan must include a plan for community participation.

Procedure:

Delegate agencies will meet the Community Participation requirements using the statewide IEC. The statewide IEC will serve the community participation function as it meets annually to review materials.