



5 INFORMATION AND EDUCATIONAL MATERIALS APPROVAL

POLICY:

A Title X project shall use an Advisory Committee to review and approve informational and educational materials (print and electronic) developed or made available under the project prior to their distribution to ensure that the materials are suitable for the population or community to which they are to be made available and the purposes of Title X. 42 CFR § 59.6(a)

PROCEDURE:

The Advisory Committee shall consist of no fewer than five members and up to as many members as the recipient determines, except that the Secretary may waive this provision for good cause shown.

The committee shall include individuals broadly representative of the population or community for which the materials are intended (in terms of demographic factors such as race, ethnicity, color, national origin, disability, sex, sexual orientation, gender identity, sex characteristics, age, marital status, income, geography, and including but not limited to individuals who belong to underserved communities, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality).

In reviewing materials, the Advisory Committee shall:

- Consider the educational, cultural, and diverse backgrounds of 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 material's content to ensure that the information is factually correct, medically accurate, culturally and linguistically appropriate, inclusive, and trauma informed.
- Determine whether the material is suitable for the population or community to which is to be made available; and
- Establish a written record of its determinations.

The grantee convenes regular meetings of an Advisory Committee to ensure that all informational and educational materials are suitable for the population or community served.

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 educational material to assure factual, technical, and clinical accuracy components.

Approval of each handout will be determined by a 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. <https://www.hhs.nd.gov/cfs/family-planning/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)

Think specifically about the print and electronic materials made available to Title X clients under the Title X project when considering which materials require review and approval by the advisory committee. To help identify which materials require review and approval by the advisory committee, Title X projects should think specifically about the materials they are making available to Title X clients under the Title X project. For Title X projects that provide non-Title X services (e.g., hospitals, FQHCs), this does not include all possible materials that a Title X client may find on the organization's website or as they walk through the building, but only those specific materials that are made available to the Title X client under the Title X project and those materials developed specifically for the Title X client. If the material is intended to be provided to the client as information and education, it should be reviewed by the advisory committee; this does not include tweets. (2021 Final Rule FAQs)

RESOURCES:

[RHNTC: Comparing CPEP and I&E Materials Review Job Aid](#)