



## 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)) The project shall not disseminate any materials which are not approved by the advisory committee.

### PROCEDURE:

The Information and Education (I&E) Committee shall be established as follows:

- Each subrecipient will provide at least one member for the I&E committee to ensure a diverse committee.
- Consist of no fewer than five members and up to as many members as the recipient determines
- 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 I&E 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 content of the material 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. (42 CFR 59.6(b)(3))

The grantee will call for new materials at least once per year; however, materials for review can be submitted at any time. When submitting materials for review, think specifically about the print and electronic materials made 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

Effective Date: September 2025

Last Reviewed: August 2025, August 2024, July 2023

Next Scheduled Review: August 2026



client as information and education, it should be reviewed by the advisory committee; this does not include tweets. (2021 Final Rule FAQs)

Please note that the I&E Committee is not responsible for ensuring that materials are medically factual or accurate and it is expected that subrecipients will have had staff with expertise (such as the medical director, clinical providers, nurses, or program coordinator) provide expert review as to the accuracy of the content.

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

The grantee may utilize materials from the RHNTC's I&E Materials Review Toolkit [I&E Materials Review Toolkit | Reproductive Health National Training Center \(rhntc.org\)](#)

The grantee maintains and updates:

- Roster of Advisory Committee Members including a brief bio of each member
- Meeting Agenda
- Meeting minutes
- List of approved materials such as brochures, stock cards and websites

The grantee will convene a meeting at least annually of the I&E Committee.

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. 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 grantee will communicate via email memo a summary of the review. The list will also be posted to the ND FPP website under the I&E Policy link. <https://www.hhs.nd.gov/cfs/family-planning/grantees>

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

## **RESOURCES:**

[I&E Materials Inventory Log | Reproductive Health National Training Center \(rhntc.org\)](#)

[RHNTC: I&E Program Review Preparation Checklist](#)

[I&E Materials Review Frequently Asked Questions \(FAQ\) | Reproductive Health National Training Center \(rhntc.org\)](#)

Effective Date: September 2025

Last Reviewed: August 2025, August 2024, July 2023

Next Scheduled Review: August 2026