

## 7.1 INFORMATION AND EDUCATION COMMITTEE

**Policy:** Each Title X clinic has the option to utilize the statewide Information and Education Committee (I&E), a local I&E, or employ both as needed. If a local I&E is utilized in addition to the statewide I&E, the local I&E must abide by the following Title X Program Requirements:

1. All informational and educational materials developed or made available under the project prior to their distribution must be approved by the I&E Committee 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.
2. 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.
3. The committee must consist of five to nine members.
4. The committee 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 I&E Committee.
5. Ex-officio members include WMHS staff and representation from sub-recipients. Ex-officio members will review materials and provide feedback as necessary. Ex-officio members may vote on I&E approval on matters decided by a majority vote, if the votes for passage and rejection are equal.

**Procedure:**

1. Title X sub-recipients must decide if they will be part of the statewide I&E Committee or create their own local I&E and follow the requirements listed above.
2. When reviewing informational and education materials the I&E Committee(s) must:
  - a. Consider the educational and cultural backgrounds of the individuals to whom the materials are addressed
  - b. Consider the standards of the population or community to be served with respect to such materials
  - c. Review the content of the material to assure that the information is factually correct;
  - d. Determine whether the material is suitable for the population or community to which it is to be made available
  - e. Establish a written record of its determinations (*Section 1006(d), PHS Act; 42 CFR 59.6(b)*)

**Statewide I&E**

In Montana, a statewide I&E was formed in 2008 to approve materials used on a statewide level. If a Title X clinic chooses to utilize any of the approved items from the state I&E list, they do not need local I&E approval. A clinic may choose to adapt an approved educational piece to include their local contact information, but may not change any of the educational content.

The statewide I&E will meet at least annually and may schedule additional meetings as needed. The statewide I&E will perform the following duties:

1. Determine at least four educational outreach campaigns to be implemented by the local clinics each year.
2. WMHS will develop toolkits with input from the I&E for each of the campaigns. Toolkits will be disseminated to the local health educators and clinic administrators to implement activities in their communities.
3. I&E will review and approve new educational materials and add them to the Approved Materials list. This list will be updated and sent to the local clinics at least annually.

4. I&E will develop a Community Participation survey to be completed by local clinic clients annually. Clinics will have approximately one month to complete the survey, compile the results, and send 1-2 action steps (based on the findings from the survey) to the WMHS.
5. I&E will consist of at least one teen, one male, one minority member and consumer/client member who will assist with the review of materials and will participate in the annual conference call.

**Local I&E**

1. 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 I&E approve the information as described in the guidelines above. Local I&E will consist of five to nine members who are broadly representative of the community including teen, male, minority, and consumer/client.
2. If educational materials are developed by a local program, the materials can be reviewed by either the local I&E if one exists, or by the statewide I&E, 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 for whom they are intended and to assure their consistency with the purposes of Title X.