

7.2 HEALTH EDUCATION APPROVED DOCUMENTS

Policy: Each Title X family planning clinic must provide information and education to clients. Materials that are used for education, within the Title X requirements, must be approved by the Information and Education Committee (I&E Committee). The Women's and Men's Health Section (WMHS) maintains a list of approved education materials.

Procedure:

1. WMHS will send out an online survey to compile all edits and suggested changes prior to the scheduled meeting.
2. All materials must show documentation of approval from all I&E members. Materials will be edited and approved through webinar.
3. New or revised materials will be submitted to the I&E committee for review every quarter, or as needed.
4. Approved materials that are older than 5 years will be reviewed annually by the I&E committee, for accuracy and relevance to the Title X family planning program, or when there are significant changes to the Title X Program Requirements and QFP.
5. The I&E Committee must have a majority in favor to approve materials.
6. Materials will be removed from the approved education document list, if found to be out of date or relevance. Title X staff will be emailed when health education documents are removed in order to remove them from client education materials.
7. Materials will be reviewed annually for any gaps or missing topics that would be helpful for family planning clinics to have available for client education.
8. Materials will be sorted by topic and approved date for family planning clinics to access.
9. Materials will be reviewed and the final decision for approval or denial will be made within one month of I&E review.
10. If approved, the clinic will be notified via email that they have approval to begin using the material. The new material will be added to the statewide Approved Materials list and an updated list will be sent to all sub-recipients, highlighting the new material(s), within at least one month of approval.
11. If the material is denied, the clinic will receive results from the I&E review with explanations for the denial, along with suggestions for improvement if applicable.
12. If revisions are made to a material, that material can be re-submitted to the I&E for further review at any time.