

7.1 INFORMATION AND EDUCATION COMMITTEE

Policy: Title X grantees and sub-recipient agencies are required to have a review and approval process, by an Advisory Committee, of all informational and educational materials developed or made available under the project prior to their distribution (Section 1006 (d)(2), PHS Act; 42 CFR 59.6(a)). Each Title X clinic has the option to utilize the statewide Information and Education Committee (I&E) or create local I&E. Title X clinics may not use both I&E Committee's to fulfill this requirement. If a local I&E is utilized, 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 FPP 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)- What procedures apply to assure the suitability of informational and educational material?*)

Statewide I&E:

In Montana, a statewide I&E was formed 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 FPP Nurse Consultant and Program Specialist will review materials for factual, technical, and clinical accuracy before sending materials to the I&E Committee for final approval. Any materials that are found to not meet these requirements will be sent back to the clinics.

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. 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.
2. Consist of at least one teen, one male, one minority member, and one 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 they must have their local I&E approve the information as described in the guidelines above. Local I&E committees will consist of five to nine members who are broadly representative of the community including teen, male, minority, and consumer/client members.
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. 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.