

## 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 FPP maintains a list of approved education materials.

**Brochures:** FPP will maintain a limited number of approved brochures for Title X Clinics to utilize. At most there will be two different brochures by topic. For instance birth control as a topic will have two brochures that cover all methods rather than individual brochures for each method. If a clinic would like to request changing one of the approved brochures, they will need to submit a proposal of why the new brochure would be better for the Title X program.

### **Procedure:**

1. 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.
2. FPP will send out materials to the I&E committee at least one week before the scheduled webinar.
3. All materials must show documentation of approval from all I&E members. Materials will be edited and approved through webinar.
4. New or revised materials will be submitted to the I&E committee for review every quarter, or as needed.
5. 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.
6. The I&E Committee must have a majority in favor to approve materials.
7. Materials will be removed from the approved education document list if found to be out of date or no longer relevant. Title X staff will be emailed when health education documents are removed in order to have them removed from client education materials.
8. 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.
9. Materials will be sorted by topic and approved date for family planning clinics to access.
10. Materials will be reviewed and the final decision for approval or denial will be made within one month of I&E review.
11. 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.
12. 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.
13. If materials are disapproved for medical inaccuracy, their use must be discontinued immediately. In the interim, clinic staff may verbally provide medically accurate counseling and education, or use materials already approved until a revised version is approved.
14. If revisions are made to a material, that material can be re-submitted to the I&E for further review at any time.