



AT THE SOUTHERN NEVADA HEALTH DISTRICT

**SOUTHERN NEVADA COMMUNITY HEALTH CENTER
POLICY AND PROCEDURE**

DIVISION:	FQHC	NUMBER(s):	CHCA-010
PROGRAM:	Family Planning	VERSION:	1.00
TITLE:	Materials Review and Approval Process	PAGE:	1 of 4
		EFFECTIVE DATE: Click or tap here to enter text.	
DESCRIPTION:	Requirement for compliance to review and approve proves for Informational and Educational Advisory Committee	ORIGINATION DATE: Click or tap here to enter text.	
APPROVED BY:		REPLACES: Click or tap here to enter text.	
FQHC CHIEF OPERATIONS OFFICER:			
_____ Date			
DISTRICT HEALTH OFFICER:			
_____ Date			
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I. PURPOSE

The purpose of this policy is to describe Southern Nevada Community Health Center (SNCHC) process for ensuring compliance with the requirement to establish a review and approval process, by an Informational and Educational (I & E) Advisory Committee, of I&E materials developed or made available under the Title X project prior to their distribution.

II. SCOPE

This policy applies to all Workforce members within the scope of their practice.

III. POLICY

It is the policy of the SNCHC Title X Family Planning clinics to have available educational and informational material for our clients in compliance with Title X guidelines. An advisory board of five (5) to nine (9) members, who are broadly representative of the community we served, must review and approve all I & E materials developed prior to their distribution. Community members and clients will serve as a backup if advisory board is no longer able to meet (i.e., during a pandemic). This is to assure 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.

IV. PROCEDURE

All educational and informational material distributed within the Title X Family Planning clinics must be reviewed and approved through the process outlined in this procedure. This is done by an assigned general reviewer, medical reviewer and advisory board who will determine whether the material is ultimately suitable for the population served.

1. All client information and health education materials in SNCHC clinics that is currently approved can be accessed thru the I & E binders at each clinic and online shared drive.
2. The need for a review of I & E material or introduction of new material to be reviewed will be determined based on:
 - a. Client/ community member request for materials, if not currently available.
 - b. Staff identifies need for educational material currently not available but assessed as needed thru client interactions. Clients may even be surveyed periodically for health information they would like to see available.
 - c. Three (3) years has passed since material was reviewed.
 - d. New medical information is released making the currently approved literature medically inaccurate, out of date or obsolete.
3. When review of the material is to be done, these steps outline thorough review and completion:
 - A. Consider the educational and cultural backgrounds of the individuals to whom the materials are addressed. (Use General Staff review form, Attachment 1).
 1. Staff reviewer will read through to get an overall impression of appropriateness for use with SNCHC's clients
 2. Check if the material has been evaluated by another agency or service.
 - a. Already reviewed? Print that information and skip to step B: Medical Review.
 - b. Not previously reviewed? Assess for reading level using either by contacting the manufacture or completing a readability to estimate reading level. A Fry graph or other readability test may be used. (Instructions for use are on the graph).
 - c. Target reading level is ninth (9th) grade or below.
 - d. Once General Staff review is complete, if material meets basic requirements, then it moves to the clinician for the medical review.
 - e. General reviewer will begin Summary Review (Attachment 4)

completing material basic information and reading level information.

- B.** Ensure that materials are accurate. (Use Medical Staff Review form- Attachment 2).
1. This review consists of assuring information is
 - a. Consistent with current medical standards and practices
 - b. Consistent with information and education provided on site to the client.
 - c. Upon completion, medical reviewer identifies whether the material is recommended for advisory board review.

Note: Material reviewed must be recommended by both General Reviewer and Medical Reviewer to go to advisory board review. If not, Supervisor should be notified, if materials did not pass the review and evaluate alternative materials

- C.** Advisory Board review of pamphlets. (Use Community Review Form- Attachment 3)
1. Advisory board members will be asked to participate in written survey review of material, during selected time periods to review material that has gone through general and medical review.
 2. Advisory board members will consider whether the material is suitable for the population or community, appropriate to the health needs. These reviewers are representative of the educational and cultural background of those who will receive the material in our clinical settings.
- D.** Summary of reviews and recommendation form (Attachment 4) contains all the information regarding the reviewed materials. These include:
1. Basic pamphlet information: name, distributor, publication date, reading level, current cost, language availability, material's topic area and intended audience.
 2. Advisory board members demographics, summary of comments, list of community reviewers.
 3. Completion of review indicates whether material is/is not recommended, and the date initiation of use can begin.
 4. Final decision on use is contingent on approval by general reviewer, medical reviewer and at least five advisory board members
- E.** Once approved, the completed packet is scanned in the shared drive and the material list will be updated to specify next review date.
1. Summary Review with copies of both English/Spanish material attached.
 2. General and Medical review- Attach any supporting information from outside

agency or manufacturer as well.

3. Advisory board members review forms for the specific material.

Additional Sections

Not Applicable

Acronyms/Definitions

Not Applicable

V. REFERENCES

Code of Federal Regulations 42 CFR 59.6(a) https://www.ecfr.gov/cgi-bin/text-idx?SID=c1cbd72e13f7230f1e8328fa52b57899&mc=true&node=sp42.1.59.a&rgn=div6#se42.1.59_15

Title X Program Handbook, July 2022, page 26 Information and Education (I&E) <https://opa.hhs.gov/sites/default/files/2022-07/title-x-program-handbook-july-2022-508.pdf>

VI. DIRECT RELATED INQUIRIES TO

Family Planning Community Health Nurse, Supervisor

HISTORY TABLE

Table 1: History

Version/Section	Effective Date	Change Made
Version 0		First issuance

VII. ATTACHMENTS

CHCA-010 I&E General Staff Review Form

CHCA-010 I&E Medical Review Form

CHCA-010 I&E Advisory Community Review Form

CHCA-010 I&E Materials Review Summary Form

I&E General Staff Review Form



Purpose: Title X agencies are responsible for evaluating the appropriateness of informational and educational (I&E) materials for their client population. Use this form to evaluate a material’s cultural and linguistic appropriateness, readability, and whether it meets your agency’s basic standards for sharing.

How to use: Identify a staff member to assess whether the I&E material under review is suitable for the intended audience and to complete this form. Refer to online, free readability assessments to determine a material’s reading grade level, as needed. Once the review is complete, follow the next steps outlined at the end of this form.

Agency name: _____ Review date: _____

Material title (if there is no title, describe the material): _____

Material type: _____ Publication date: _____

Material source/publisher: _____

Language(s) the material is available in: _____

Language of the material under review: _____

Material Evaluation

Review the material and use your judgment to answer the questions below. If you think the material is not culturally sensitive or appropriate for the client population, skip questions 1–14 and go directly to question 15. Once you have completed this form, follow the next steps outlined at the bottom of the page.

1. Who is the intended audience for this material? (Check all that apply)

- Females
- Males
- LGBTQ+
- Adolescents (13–18)
- Young adults (18–25)
- Adults (26 and older)
- Other: _____

2. What is the reading grade level of this material? _____

Describe how you arrived at the reading level (Fry Graph, SMOG, Flesch Reading Ease, etc.): _____

	Yes	No	N/A
3. Is the main message of the material clear?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is the material's content accurate?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does the material use common, everyday words?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Does the material use the active voice? (For example, does it say, "We will ask..." rather than "You will be asked...")	<input type="checkbox"/>	<input type="checkbox"/>	
7. Does the material use font types and sizes that are easy to read?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Does the material incorporate white space and headers to break up the text?	<input type="checkbox"/>	<input type="checkbox"/>	
9. If there are illustrations or pictures, are they appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. If there are illustrations or pictures, are they visually appealing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
11. If there are illustrations or pictures of people, are they reflective of the intended audience and its diversity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is the material respectful of the clients' cultures and values?	<input type="checkbox"/>	<input type="checkbox"/>	
13. Does the material address the reader as a partner in decision making and care?	<input type="checkbox"/>	<input type="checkbox"/>	
14. Does the material indicate where to go with questions or for more information?	<input type="checkbox"/>	<input type="checkbox"/>	

Keeping in mind your responses to the questions above, please answer the questions below.

15. Based on your review, describe any strengths or weaknesses of this material.

Strengths:

Weaknesses:

16. In your estimation, does this material meet our agency's basic standards for distribution? Yes No

Why or why not?

17. Do you recommend that we share this material with our clients? Yes No

Please explain:

18. Other comments or suggestions:

Name of reviewer: _____ **Staff position of reviewer:** _____

Reviewer's signature: _____ **Date:** _____

Next steps

Notify the staff member coordinating the I&E material review process that you have completed your review so they can update the *I&E Materials Inventory Log*, record your recommendations on the *I&E Materials Review Summary Form*, and, if appropriate, pass the material on to the assigned medical reviewer for feedback.

I&E Medical Review Form



Purpose: Title X agencies are responsible for ensuring the factual, technical, and clinical accuracy of all informational and educational (I&E) materials developed or made available under the project prior to distribution.

How to use: Identify a medical reviewer within your agency to review the I&E material and complete this form. Once the review is complete, follow the next steps outlined at the bottom of the page.

Agency name: _____ Review date: _____

Material title (if there is no title, describe the material): _____

Material type: _____

Material source/publisher: _____

Publication date: _____

Language(s) the material is available in: _____

Language of the material under review: _____

Material Evaluation

1. Who is the intended audience for this material? (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Females | <input type="checkbox"/> Young adults (18–25) |
| <input type="checkbox"/> Males | <input type="checkbox"/> Adults (26 and older) |
| <input type="checkbox"/> LGBTQ+ | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Adolescents (13-18) | |

2. In your estimation, how medically accurate is this material (in other words, to what extent does it reflect current medical practices)?

- Highly accurate
- Somewhat accurate
- Not accurate

List any inaccuracies:

3. If the material contains visuals or images depicting medical concepts, how medically accurate are these images?

- Highly accurate
- Somewhat accurate
- Not accurate
- Not applicable

List any inaccuracies:

4. If the material recommends an action for the reader to take, is the recommended action medically correct/accurate?

- Highly accurate
- Somewhat accurate
- Not accurate
- Not applicable

List any inaccuracies:

5. Do you recommend this material for our clients? Yes No

Please explain:

Name of reviewer: _____ Position of reviewer: _____

Medical reviewer's signature: _____ Date: _____

Next steps

Notify the staff member coordinating the I&E material review process that you have completed your review so they can update the *I&E Materials Inventory Log* and record your recommendations on the *I&E Materials Review Summary Form*.

I&E Advisory Committee Review Form



Thank you for being part of the Advisory Committee to review an informational and educational (I&E) material that our agency is considering distributing. We are asking you to review this material because we want to know whether you think it is a good one to share with our clients, and what you think would make it better. There are no right or wrong answers. At the end of the form you will see a set of questions about you. We ask these questions because we want to make sure that we get opinions from a group of people who represent the community we serve.

Agency name: _____

Review date: _____

Material title (if there is no title, describe the material): _____

Language of the material under review: _____

Your Thoughts about This Material

Please review the material and then answer the following questions.

1. What is the main message of this material?

2. Please answer the questions below about this material's written content.

	Yes	No
Is the material easy to understand?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any specific words or medical terms that might be hard for some people to understand?	<input type="checkbox"/>	<input type="checkbox"/>
Is the material written in a friendly and respectful tone?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any words or language in this material that seem disrespectful, hurtful, or wrong in some way?	<input type="checkbox"/>	<input type="checkbox"/>
Do you trust the information in this material?	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

3. Please answer the questions below about this material's visual content.

	Yes	No	N/A
Do you like the way the material looks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any of the images or pictures in this material confusing or hard to understand?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do any of the images or pictures in this material make you uncomfortable (or do you think they might make others uncomfortable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the images or pictures of people in this material look like the people in your community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

4. Please answer the questions below about this material's usefulness.

	Yes	No
Does the material provide information that would be helpful to you or to others in the intended audience?	<input type="checkbox"/>	<input type="checkbox"/>
Does the material clearly communicate what the reader should do with the information provided in this material?	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

5. What other comments would you like to share about this material (for example, what did you like or dislike about it?)

6. Keeping in mind your answers to the questions above, do you recommend that we share this material with our clients?

Yes No *Please explain:*

A Few Questions About You

By answering these questions about yourself, you will help us ensure that the reviewers of this material broadly represent the demographics of the material's intended audience.

What is your age? _____

What is your gender identity? _____

What is the highest degree or level of school you have completed?

- Less than high school graduate
- High school graduate (including GED or equivalent)
- Some college, no degree
- Associate's degree
- Bachelor's degree
- Masters, doctoral, or professional degree
- Other (please specify):

What is your race? (Mark all that apply)

- American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Pacific Islander
 - White
 - Other (please specify):
- Are you Hispanic or Latino? Yes No

Name of reviewer: _____

Reviewer's signature: _____ **Date:** _____

I&E Materials Review Summary Form



Purpose: Title X agencies can use this form to summarize all findings and recommendations for one informational and educational (I&E) material, including those from the general staff reviewer, medical reviewer, and I&E Advisory Committee reviewers. This summary should document how the review process led to the decision of whether or not to share the material with clients and can serve as I&E Advisory Committee meeting minutes.

How to use: Fill out the form below and indicate whether the material is recommended for sharing.

Agency name: _____ Date: _____

Form completed by: _____ Job title: _____

Material title (if there is no title, describe the material): _____

Material source/publisher: _____

Publication date: _____

This material is intended for (check all that apply):

- Females
- Males
- LGBTQ+
- Adolescents (13–18)
- Young adults (18–25)
- Adults (26 and older)
- Other: _____

Language(s) the material is available in: _____

Language of the material under review: _____

Summary of Staff Findings

Use the table below to summarize the general staff and medical review findings.

	General Review	Medical Review
Name of reviewer		
Date of review		
Reading grade level determination?		N/A
Was this material determined to be medically and technically accurate?	N/A	
Did the reviewer recommend the material for sharing?		

Relevant comments from general staff review:

Relevant comments from medical review:

Note: If either the general staff reviewer or the medical reviewer did not recommend the material for sharing and no further review was conducted, skip to the "Final Recommendation" section of this form.

Summary of I&E Advisory Committee Review Findings

1. Number of Advisory Committee reviewers: _____

2. Number of Advisory Committee reviewers by gender:

Female _____ Male _____ Other _____

3. Number of Advisory Committee reviewers per age group:

Under 18 _____ 18-24 _____ 25-39 _____ 40+ _____

4. Number of Advisory Committee reviewers by educational attainment level:

Less than high school graduate _____

High school graduate (including GED or equivalent) _____

Some college, no degree _____

Associate's degree _____

Bachelor's degree _____

Masters, doctoral, or professional degree _____

Other (please specify): _____

5. Number of Advisory Committee reviewers by race:

American Indian or Alaska Native _____
Asian _____
Black or African American _____
Native Hawaiian or Pacific Islander _____
White _____
Other (please specify): _____

7. Number of Advisory Committee reviewers by ethnicity:

Hispanic _____
Non-Hispanic _____

8. Did the majority of Advisory Committee members recommend that we share this material with our clients?

Yes No

If no, why not?

9. Summary of Advisory Committee comments:

Final Recommendation

1. Overall comments:

2. Based on the findings described above, this material will be:

- Made available to clients and/or potential clients
- Not made available to clients and/or potential clients