

SOUTHERN NEVADA COMMUNITY HEALTH CENTER POLICY AND PROCEDURE

DIVISION:	FQHC	NUMBER(s):	CHCA-010
PROGRAM:	Sexual and Reproductive Health (SRH) Program	VERSION:	1.01
TITLE:	Informational and Educational Materials Review and Approval Process	PAGE:	1 of 4
		EFFECTIVE DATE: November 18, 2025	
DESCRIPTION:	Requirement for compliance to establish a review and approval process for Informational and Educational Advisory Committee	ORIGINATION DATE: August 19, 2025	
APPROVED BY: FQHC CHIEF EXECUTIVE OFFICER:		REPLACES: Version dated 8/19/2025	
Randy Smith, MPA		Date	

I. PURPOSE

The purpose of this policy is to establish a review and approval process for print and electronic informational and educational materials developed or made available under the Title X project. Materials must be reviewed prior to distribution to ensure they are suitable for the intended population and consistent with Title X requirements. No materials shall be distributed without advisory review and approval in accordance with Section 1006(d)(1) and (2), PHS Act; 42 CFR § 59.6(a)).

II. SCOPE

This policy applies to all SNCHC workforce members involved in the delivery of Sexual and Reproductive Health (SRH) Program.

III. POLICY

SNCHC Title X Reproductive Health Program must provide accurate, culturally appropriate promotional, informational and educational materials in compliance with Title X guidelines.

An advisory committee, consisting of no fewer than five members, shall be established to review and approve all informational and educational materials. The advisory committee must be broadly representative of the population or community for which the materials are intended. This includes consideration of demographic factors such as race, ethnicity, color, national origin, disability, sex, sexual orientation, gender identity, sex

characteristics, age, marital status, income, geography and other factors.

The committee should also include representation from underserved communities, such as Black, Latino, Indigenous and Native American persons, Asian Americans and Pacific Islanders, members of religious minorities, LGBTQ+ persons, persons with disabilities, persons who live in rural areas, and other adversely affected by persistent poverty or inequality.

If the advisory board composition does not meet the requirements to include representation from the underserved population, the program will engage its own patients who are representative of the population it serves to review and approve the materials. These patients will use the Community Review Form (Attachment 3) to ensure that materials are evaluated with input reflective of the community served.

IV. PROCEDURE

- A. Determining the Need for Review – A review of educational materials will occur under the following circumstances:
 - 1. A request by a client or community member for a new topic
 - 2. Identification by staff of a gap in current materials
 - 3. Three (3) years have passed since the material was last reviewed
 - 4. New medical guidance or data renders current materials outdated
- B. Review Process Steps
 - 1. General Review
 - a. Materials are assessed for cultural relevance, literacy level (6th grade or below), evidence-based support, and overall appropriateness
 - b. Readability tools such as Flesch-Kincaid, Fry Graph, or Hemingway Editor may be used
 - c. Staff complete the General Staff Review Form (Attachment A)
 - d. Materials will be assessed for acknowledgement of intellectual property, data rights, and federal grant support.
 - i. Intellectual Property and Data Rights: Federal grant awardees may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a federal award. The federal government reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so. The awardee is subject to applicable regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR part 401. The federal government has the right to: obtain, reproduce, publish, or otherwise use the data produced under this award; and authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes. (43 CFR § 75.322)

- ii. Acknowledgement of Federal Grant Support: Recipients acknowledge Federal funding when issuing statements, press releases, publications, requests for proposal, bid solicitations and other documents --such as tool-kits, resource guides, websites, and presentations (hereafter “statements”)-- describing the projects or programs funded in whole or in part with HHS federal funds, the recipient must clearly state the percentage and dollar amount of the total costs of the program or project funded with federal money and the percentage and dollar amount of the total costs of the project or program funded by non-governmental sources. When issuing statements resulting from activities supported by HHS financial assistance, the recipient entity must include an acknowledgement of federal assistance using one of the following or a similar statement:
 1. If the HHS Grant or Cooperative Agreement is NOT funded with other non-governmental sources: This [project/publication/program/website, etc.] [is/was] supported by the [full name of the PROGRAM OFFICE] of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$XX with 100 percent funded by [PROGRAM OFFICE]/OASH/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by [PROGRAM OFFICE]/OASH/HHS, or the U.S. Government. For more information, please visit [PROGRAM OFFICE website, if available].
 2. The HHS Grant or Cooperative Agreement IS partially funded with other nongovernmental sources: This [project/publication/program/website, etc.] [is/was] supported by the [full name of the PROGRAM OFFICE] of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$XX with XX percentage funded by [PROGRAM OFFICE]/OASH/HHS and \$XX amount and XX percentage funded by non-government source(s). The contents are those of the author (s) and do not necessarily represent the official views of, nor an endorsement, by [PROGRAM OFFICE]/OASH/HHS, or the U.S. Government. For more information, please visit [PROGRAM OFFICE website, if available].”
2. Medical Review
 - a. If approved in general review, materials are reviewed by the Medical Director to ensure they are medically accurate and consistent with current evidence-based clinical guidelines, including those recommended by

nationally recognized clinical or public health organizations aligned with Title X, such as the CDC, ACOG, USPSTF, etc.

b. Medical Review Form (Attachment B) is completed.

3. Advisory/Community Review

a. Materials approved by both general and medical reviewers are presented to the Advisory committee for review and approval.

b. The Advisory Committee considers cultural, linguistic, educational backgrounds, trauma informed principles and medical accuracy.

c. Advisory Community Review Form (Attachment C) is completed.

4. Final Approval and Documentation is completed by the Health Educator or designee. The Materials Summary Review Form (Attachment D) captures the final decision and includes:

a. Pamphlet title, distributor, publication date, reading level, topic, intended audience and languages available

b. Advisory committee demographics and comments

c. Final recommendation and approval date

C. Approved materials are uploaded to the shared drive, and the I&E materials list is updated with the next review date.

D. Notes

1. Social media posts (e.g. Facebook, Instagram, X) are excluded from the I & E review process.

2. Approved educational materials are accessible for the patients at each clinic. It is also organized in a binder.

V. REFERENCES

Code of Federal Regulations 42 CFR § 59.6

Title X Program Handbook, December 2024, pp 24-25

VI. DIRECT RELATED INQUIRIES TO

Community Health Nurse Manager (FQHC)

SRH Health Educator

Title X Program Director

HISTORY TABLE

Table 1: History

Version/Section	Effective Date	Change Made
Version 1		- Amended name of policy from Materials Review and Approval Process to Informational and Educational Materials Review and Approval Process - Added “evidence-based support” to the criteria for which materials need to be assessed. - Added a step to the General Review Process for materials to be assessed for acknowledgement of intellectual property, data rights, and federal grant support. - As recommended by the Title X admin reviewer, language was updated around using patients as representatives of the population served when advisory board does not meet composition requirements.
Version 0	08/19/2025	First issuance Supersedes previous version dated 11/21/2022

VII. ATTACHMENTS

Attachment A –I&E General Staff Review Form

Attachment B –I&E Medical Review Form

Attachment C –I&E Advisory Community Review Form

Attachment D –I&E Materials Summary Review Form