

## SOUTHERN NEVADA COMMUNITY HEALTH CENTER POLICY AND PROCEDURE

<b>DIVISION:</b>	FQHC	<b>NUMBER(s):</b>	CHCA-010
<b>PROGRAM:</b>	Sexual and Reproductive Health (SRH) Program	<b>VERSION:</b>	1.00
<b>TITLE:</b>	Materials Review and Approval Process	<b>PAGE:</b>	1 of 4
		<b>EFFECTIVE DATE:</b> Click or tap here to enter text.	
<b>DESCRIPTION:</b>	Requirement for compliance to establish a review and approval process for Informational and Educational Advisory Committee	<b>ORIGINATION DATE:</b> NEW	
<b>APPROVED BY:</b>  <b>FQHC CHIEF EXECUTIVE OFFICER:</b>		<b>REPLACES:</b> NEW	
<div style="display: flex; justify-content: space-between;"> <span>Randy Smith, MPA</span> <span>Date</span> </div>			

### 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 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 is unable to meet due to extraordinary circumstances such as a public health emergency, natural disaster, or other unforeseen disruptions - SNCHC may engage patients who are representative of the population served to participate in the review process. These individuals will use the Community Review Form (Attachment 3) to ensure that materials are still evaluated with input from the target population.

#### **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 (6<sup>th</sup> grade or below), 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)
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 0		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

# 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)

- |  |  |
|--|--|
| <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. 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.*

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## 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:**

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## **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