

A4.4 – INFORMATIONAL AND EDUCATIONAL (I&E) COMMITTEE

Purpose

The purpose of this policy is to describe the Iowa HHS process for ensuring compliance (including SRs) with implementing and maintaining a statewide Information and Education (I&E) committee that reviews and approves print and electronic informational and educational materials developed or made available under the project, prior to their distribution, to assure that the materials are suitable for the population or community to which they are to be made available and the purposes of Title X. The project shall not disseminate any materials which are not approved by the advisory committee. (Section 1006(d)(1) and (2), PHS Act; 42 CFR § 59.6(a)).

Policy

- Iowa HHS will lead the committee and it will consist of no fewer than five members and up to as many members Iowa HHS determines appropriate.
- The committee will include individuals broadly representative of the population or community for which the materials are intended.
 - In terms of demographic factors such as race, ethnicity, color, national origin, disability, sex, sexual orientation, gender identity, sex characteristics, age, marital status, income, geography, and including but not limited to individuals who belong to underserved communities, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality), (Section 1006(d)(2), PHS Act; 42 CFR § 59.6(b).
- All I&E materials developed or made available under the Title X project are reviewed and approved by an I&E Statewide Committee prior to their distribution.

Procedure

Iowa HHS Title X Program will be responsible for the following:

- Maintain a roster of participants from each SR. At a minimum, the program coordinator or designee must participate along with 1-2 additional representatives in the SR service area.
- Schedule at least one meeting annually on a virtual platform and provide participants with at least a three week notice.
- Record attendance and meeting minutes at each meeting.
 - Notes and a recording of the meeting will be available to all participants after each meeting.
- Collect all Review Summary forms and tally results and comments. Iowa HHS will be responsible for written records of its determinations.
- Follow-up with each SR regarding any action steps identified on the summary forms (if applicable).
- Ensure that any I&E materials developed by the SRs include:
 - Citations of Title X as contributing to the development of the materials. Language should include the following:

- *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].*
- When publishing materials, each SR is required to contact the Title X staff about the specific grant number and any additional grant requirements.
- Maintain a folder of all approved materials and a process for how SRs can order the approved educational materials.

Iowa HHS along with the SRs will ensure I&E Committee members are responsible for the following:

- Participate in the organized meetings by Iowa HHS which will be organized at least once per year. If additional meetings are needed, a calendar request will be sent out to each participant.
- Attend and/or view the Title X Program overview which will be part of the annual meeting
- All I&E materials developed or made available under the Title X project are reviewed and approved by the I&E Advisory Committee prior to their distribution.
- Provide the Iowa HHS Title X Program with a completed I&E Materials Review Summary Form for each material reviewed as part of the meeting requirement.
 - This form will include a complete summary of the reviewers' findings and recommendations, as well as the final recommendation on whether or not to distribute the materials to clients.

In reviewing materials, the Committee shall:

- Consider the educational, cultural and diverse backgrounds of the individuals to whom the materials are addressed.
- Consider the standards of the population or community to be served with respect to such materials.
- All I&E materials developed or made available under the Title X project are reviewed and approved by the I&E Committee prior to distribution.
- I&E materials shared on social media undergo an I&E Advisory Committee review and approval process, agency social media posts themselves do not require I&E approval
- Ensure the content of the material is factually correct, medically accurate, culturally and linguistically appropriate, inclusive, and trauma informed.
- Determine whether the material is suitable for the population or community to which it is to be made available.

Date Revised	September 2023
References	Title X Program Handbook, Section 3, Information and Education (I&E) #1, #2 https://opa.hhs.gov/sites/default/files/2022-08/title

	<p>-x-program-handbook-july-2022-508-updated.pdf#page=26)</p> <p>Section 1006(d)(1) and (2), Public Health Service (PHS) Act (https://opa.hhs.gov/sites/default/files/2020-07/title-x-statute-attachment-a_0.pdf)</p> <p>2021 Title X Final Rule 42 CFR § 59.6(a) (https://www.ecfr.gov/current/title-42/chapter-I/subchapter-D/part-59/subpart-A/section-59.6#p-59.6(a))</p>
Additional Resources	