



Maryland Title X Family Planning Program Community Participation, Education, And Project Promotion Standard Operating Procedures

Office of Family Planning & Home Visiting

Maternal and Child Health Bureau

Maryland Department of Health & Mental Hygiene
Prevention and Health Promotion Administration

April 1, 2015



Overview

I. Purpose

II. Use of Required Forms

- A. Review and Approve Informational and Educational (I&E) Materials Evaluation and Review
- B. Community Participation
- C. Community Education
- D. Project Promotion

III. Appendix: Required Reporting Forms



Purpose

Provide Title X delegates with proper guidelines pertaining to sections of the Program Requirements:

- 11 Community Participation, Education, and Project Promotion
- 11 Reporting Requirements
- 12 Review and Approval of Informational and Educational Materials



Required Forms: I&E Material Review Evaluation Sheet

- Informational and Educational (I&E) Material Review Evaluation Sheet is used to ...
 - conduct the I&E process
 - a sheet *must* be completed for each piece of material reviewed
 - all committee members *must* complete the sheet in its entirety



Required Forms: Annual Health Education Report

- Annual Health Education Report form is used to record...
 - annual program goal and objectives
 - client educational activities with in the clinic
 - community educational program
 - I&E process implemented
 - community activities in which participated
 - promotion of program services



Required Forms Due Dates

- I&E Material Review Evaluation Sheets and Annual Health Education Report are due March 31st, the last day of the Title X Grant budget year
- Forms received with dates reflecting an activity administered on or after April 1st, will not be included in the current funding year, and delegate will be considered out of compliance



Informational and Educational (I&E) Material Evaluation and Review Process

Delegates' Responsibilities:

- Establish an advisory committee *must* which consist of five (5) to nine (9) individuals who are broadly representative of the community
- Members *must* review and approve all informational and educational (I&E) materials developed or made available under the project prior to being distributed



Informational and Educational (I&E) Material Evaluation and Review Process

Delegates' Responsibilities (continued)

- Delegates' roster of committee members *must* clearly delineate between community I&E members and program staff
- Staff members of the I&E committee should be identified as non-voting, ad-hoc, or ex-officio members
- Delegates should convene at least once during the grant budget year; however, may meet more often as needed as long as the same criteria's above are in place



Informational and Educational (I&E) Material Evaluation and Review Process

The I&E Committee's Responsibilities

- Consider the educational and cultural backgrounds of the individuals the program serves
- Consider the standards of the population or community to be served with respect to such materials



Informational and Educational (I&E) Material Evaluation and Review Process

The I&E Committee's Responsibilities (continued)

- Review the content of the material to assure that the information is factually correct
 - The committee may delegate responsibility for the review of the factual, technical, and clinical accuracy to appropriate project staff. However, final approval of the I&E material rest with the committee



Informational and Educational (I&E) Material Evaluation and Review Process

The I&E Committee's Responsibilities (continued)

- Determine whether the material is suitable for the population or community to which it is to be made available
- Establish a written record of its determinations
[Section 1006(d), PHS Act; 42 CFR 59.6(b)]



Informational and Educational (I&E) Material Evaluation and Review Process

Evaluation Process

- No < 10 and no > 20 pieces should be reviewed and evaluated
 - An I&E Evaluation Review Sheet must be completed on each piece of material that is reviewed
- Educational material must be reviewed before distribution to the community



Informational and Educational (I&E) Material Evaluation and Review Process

Evaluation Process (continued)

- Electronically forward (annually, no later than March 31st) the following reporting documents to ebony.parker@maryland.gov
 - I & E Advisory Committee Roster
 - Community Health Education Annual Report Form
- Do ***Not*** forward actual materials. Maintain an in-house file of all I&E materials and applicable documents, which will be reviewed during your scheduled site review visit



Community Participation

- The Annual Community Health Education Report is used to identify the delegate's work in the community and promotion of family planning services, as well as other available program services
- Delegate and contract agencies **must** provide an opportunity for participation in the development, implementation, and evaluation of the family planning program



Community Participation

Community Participation (continued)

- Individuals should be broadly representative of all significant elements of the population to be served, and by persons in the community knowledgeable about the community's needs for family planning services [59.6(b)(2)]
- The I&E advisory committee may serve as the community participation committee if it meets the above requirements, or a separate group may carry out the function of the community participation



Community Participation

Community Participation (continued)

- This committee **must** meet annually or more often as appropriate



Community Education Process

- Each family planning project must provide for community education programs [59.5(b)(3)(i)]
 - This should be based on an assessment of the needs of the community and should contain an implementation and evaluation strategy
- Community education should serve to enhance community understanding of the objectives of the project, make known the availability of services to potential clients, and encourage continued participation by persons to whom family planning may be beneficial



Project Promotion

- Delegates and contract agencies must ensure the community served is aware of the family planning services available at their facility
- Promotion activities should be reviewed annually and be responsive to the changing needs of the community
- Please contact the grantee office for more information



Appendix

Required Reporting Forms:

- Informational & Educational Material Review Evaluation Worksheet
- Community Health Education Annual Report Form



Informational & Educational Material Review Evaluation Worksheet

Informational & Educational Material Review Evaluation Worksheet

Title of material: _____

Type of material: brochure
 fact sheet
 video
 other _____

This material is for: males
 females
 both

Target age group(s): teen (13 – 18)
 (Check all that apply) young adult (19 – 24)
 adult (25 and up)

Is the material current? yes
 (No more than 5 years old) no
 unsure

Is the material available in other languages? yes (list languages) _____
 no

Please answer the following questions: (circle)

	Poor	Satisfactory	Excellent
Is it eye-catching?	1	2	3 4 5
Is it easy to read?	1	2	3 4 5
Is the information accurate?	1	2	3 4 5
Is it from a reliable source?	1	2	3 4 5
Is it culturally sensitive?	1	2	3 4 5
Recommendation:	Do not recommend	Recommend	Strongly recommend

Other comments: _____

Reviewer's Name: _____ **Date:** _____ **Race:** _____

Place a√: Adolescent/Teenager: _____ Adult (21+) _____

Organization Representing: School Name & Grade: _____
 Employer & Title: _____

Office of Family Planning and Home Visiting
 Maternal and Child Health Bureau
 Maryland Department of Health and Mental Hygiene

08/06/2012

Prevention and Health Promotion Administration

[Date]



Community Health Education Annual Report Form

Office of Family Planning and Home Visiting
Maternal and Child Health Bureau
Maryland Title X Family Planning Program
Community Health Education
Annual Report Form

Family Planning Program Reporting: _____

Person Name & Title Completing Report: _____

Date of Report: _____

Instructions: This form is to be used to document all community health education activities conducted. What is considered a community health education activity? A community health education activity may consist of presentations conducted on specific health topic (e.g., contraceptive methods, nutrition, and relationships). The activity may take place locally or statewide (e.g., school, recreational center, college campus, religious center, community clinic, and community support centers).

Program Narrative: (Goal and Objectives including estimated number(s) to be performed for each category)

List Clinic Education Programs Conducted: (e.g., presentations, groups-adult, adolescent)

List Community Education Programs Conducted: [e.g., church/Faith Based Centers, schools, community centers, Family Support Centers, local government agencies (WIC, DSS), colleges/universities, Libraries]

List Informational and Educational Reviews Conducted: (e.g., date, location, and representation of community)

List Health Fairs Attended or Sponsored: (e.g., date, facility name & address)

List Project Promotions Conducted: (e.g., community awareness and access to FP services-radio, television, local & state newspaper/newsletter)

- You may also attach any tables that provide the above information

Prevention and Health Promotion Administration

[Date]



References

1. Office of Population Affairs. (April, 2014). *Program Requirements for Title X Funded Family Planning Projects. (v 1.0)*. Department of Health and Human Services. Maryland: Rockville.
2. Title X Statute and Regulations 42 CFR Part 59
<http://www.hhs.gov/opa/title-x-family-planning/title-x-policies/statutes-and-regulations/>



Maryland Prevention and Health Promotion Administration

<http://dhmh.maryland.gov>