



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

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# Overview

## I. Purpose

## II. Use of Required Forms

A. Review And Approval Informational and Educational (I&E) Materials Evaluation and Review

B. Community Participation

C. Community Education

D. Project Promotion

Appendix: Required Reporting Forms



# Purpose

Provide Title X delegates with proper guidelines pertaining to sections:

- 6.7 Reporting Requirements
- 6.8 Review And Approval Of Informational And Educational Materials
- 6.9 Community Participation, Education, And Project Promotion.



# 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; and
  - 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 participated in; and
  - promotion of program services.



# Required Forms Due Dates

- I&E Material Review Evaluation Sheets and Annual Health Education Report are due March 31<sup>st</sup>, the last day of the Title X Grant budget year.
- Forms received with dates reflecting an activity was administered April 1<sup>st</sup>, will not meet the current grant year; therefore, delegates will be out of compliance with Section 6.7 Reporting Requirements.



# 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; and
- Establish a written record of its determinations  
[59.6]



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

## Evaluation Process

- No less than 10 and up to 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 the following reporting material to [sharon.wongus@maryland.gov](mailto:sharon.wongus@maryland.gov)
  - committee roster
  - material reviewed and evaluated
  - evaluation sheets
  - records of determinations to the identified grantee representative.
- Do **Not** forward actual material reviewed and evaluated. Maintain a file for all I&E materials.



# 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 [59.5(b)(10)].
- 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)(31)].
  - 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

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, teenage)

**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)

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[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).

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# References

1. Program Guidelines For Project Grants For Family Planning Services. United States Department of Health and Human Services, Office of Public Health and Science, Office of Population Affairs, Office of Family Planning. 4350 East West Highway, Suite 200, Bethesda, Maryland 20814. January 2001.
2. U.S. Public Health Service  
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# Maryland Prevention and Health Promotion Administration

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