



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

Maryland Department of Health & Mental Hygiene
Prevention and Health Promotion Administration
Family Planning & Home Visiting Program
Maternal and Child Health Bureau
March 14, 2014



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
 - Evaluate educational materials and clinic information distributed in the clinic and community.
 - The evaluation sheet ***must*** be used when evaluating materials. Members must complete an evaluation sheet for each piece of material reviewed and in its entirety.
 - Submit all evaluations via email.
 - Committee member list identifying the organization or agency being represented is noted, and member initials their name.



Required Forms: Annual Health Education Report

The Annual Health Education Report is used to evaluate delegates' program performance according to the annual program plan Submitted.



Required Forms Due Dates

- I&E Material Review Evaluation Sheets, Annual Health Education Report, and Client Surveys are due **March 31st**, the last day of the Title X Grant funding period.



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

The Process

- Establishing an **Advisory Committee** to meet annually or as frequent as needed, to discuss sexual reproductive health needs of the county/community. The committee should establish a goal, objectives, and strategy to execute a work plan addressing the identified sexual reproductive health needs.
- The Advisory Committee should also serve as the Informational and Educational (I&E) Committee. Five (5) to nine (9) of the members should be informed ahead of time, annually, the I&E Evaluation process *must* be done by March 31st during any of the months starting April 1st through March 31st.



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

Process, Continue,

- Random people cannot be utilized to complete the obligations of the Advisory and I&E committee. An actual meeting *must* occur for the review and evaluation of informational and educational materials.
- Educational and Informative material developed by a delegate service site *must* notify in advance the State Grantee, with an initial draft, rationale for the development of the material and the intent of how it will be utilized; this *must* be done prior to distributing.



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

Process, Continue,

- Members are to be a broad fair and diverse representation of the county and the community served.
- Delegate's staff coordinator should **not** evaluate identified material to be reviewed, nor sign-in the committee member list, however, note their name as the committee chair or coordinator.



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

Process, Continue,

When reviewing materials there should be consideration of...

- the educational and cultural backgrounds of the individuals the delegate provides services to, and,
- the standards of the population or community to be served with respect to such materials.
- Members should review the content of the material to assure the information is factually correct. Therefore, the delegate staff must have medical knowledge to assist members that do not have such knowledge; final approval of the I&E material rest with the committee.



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

Process, Continue,

- 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]
- No less than 10 no more than 20 pieces of material should be reviewed for evaluating



Project Promotion

Process, Continue,

- 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.



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

Electronically forward the following I&E reporting Material materials to sharon.wongus@maryland.gov

- committee roster
- list of material reviewed and evaluated, do ***Not*** forward actual material reviewed and evaluated, please maintain a file that will be reviewed during the QA Site Visit Review.
- evaluation sheets
- summary of committee's recommendations



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 groups: teen (13 – 18) young adult (19 – 24) adult (25 and up)

Is the material no more than 5 years old? yes no unsure

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

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 or Community Organization: _____

Office of Family Planning and Home Visiting, Maternal and Child Health Bureau, Maryland Department of Health and Mental Hygiene
Rev: 05/2013

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, 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))

08/03
FP&HV

Prevention and Health Promotion Administration

[Date]



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
Region III
150 S. Independence Mall, West
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Philadelphia, PA 19106-34994



Maryland Prevention and Health Promotion Administration

<http://dhmh.maryland.gov>

Prevention and Health Promotion Administration
March 14, 2014



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Maternal and Child Health Bureau
Maryland Department of Health & Mental Hygiene
Prevention and Health Promotion Administration
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