

## Chapter 2 Community Participation, Education, and Project Promotion

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| <b>Policy 2000</b> | Community Participation, Education, and Project Promotion |
| <b>Policy 2100</b> | Information and Education Materials Approval              |

## Policy 2000 Community Participation, Education, and Project Promotion

This policy applies to all contractors.

### **Community Participation**

Contractors must provide an opportunity for community participation.

This gives the people who live in your community a chance to help develop, implement and evaluate your Title X Project.

#### **Advisory Committee**

- Must be made up of people who broadly represent all significant elements of the population to be served.
- Must know about your community's need for family planning services. (PR 11.1)

#### **Community participation activities**

- Must include planned activities to facilitate community awareness of and access to family planning services. (PR 11.2)
- Should be based on a community needs assessment and contain an implementation and evaluation strategy. (PR 11.2)

#### **Staff Liaison**

An agency staff member should be appointed to act as go-between to the advisory committee.

When asked by your advisory group, a local agency staff member can attend the group's meetings to act as a resource and talk about their work.

#### **Minutes**

The advisory committee must take minutes of all meetings. FPP will review them as proof that the committee is in compliance.

Minutes should include:

- Names of the people who attended.
- Committee or board recommendations.
- Policy decisions.

#### **Committee Orientation**

All advisory committee or board members should be given an orientation to your agency that includes:

- Program goals and services.
- The role of the advisory committee or board members.

- The relationship between your agency staff members and FPP.
- The relationship between agency staff members and the board of health if your agency is part of a LHJ. (FPP)

The Information and Education Advisory Committee may serve as the community participation advisory committee if it meets the requirements, or a separate group may be identified. See Policy 2100.

### **Related References**

[PR 11](#), Community participation, education, and project promotion

[Policy 2100](#)

## Policy 2100 Information and Education Materials Approval

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This policy applies to all contractors.

### **Information and Education Advisory Committee**

Every local agency must have an Information and Education Advisory (I&E) Committee. ([PR 12](#))

The committee must:

- Have a review and approval process for all informational and educational materials developed or made available under the project prior to their distribution.
- Review all applicable material in accordance with their process.
- Include people broadly representative of the clients who will receive the materials.
- Be between five and nine members (not including staff liaisons) unless a waiver is approved by HHS.
- Keep a written record (notes) of its progress.
- Consider the education, culture and standards of the population that your agency wants to reach and determine if the material under review is suitable.

The local agency should have one or more staff liaisons to the committee. However, under no circumstances can a member of the agency staff be a member of the I&E committee.

The I&E committee can call on appropriate agency staff members to review materials for factual, technical, and clinical accuracy, as long as final approval rests with the committee. ([PR 12.4](#))

FPP can pass the review and approval of materials to contractors, but oversight responsibility for the I&E Committee rests with the grantee (FPP).

### **Related References:**

[42 CFR 59](#)

[PR 12](#), Information and education materials approval