



Community Participation, Education and Project Promotion in Title X Programs

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Community Participation

- ▶ Title X Sub-recipient agencies are responsible to maintain an Information and Education (I & E)/ Advisory Committee that follows these Title X requirements:
 - ▶ Provide opportunities for participation in program development
 - ▶ Provide opportunities for participation in program implementation
 - ▶ Provide opportunities for participation in the evaluation of the project
 - ▶ Review and approve education materials used in association with program services



Committee Specifics

- Advisory Council

- **Hold annual meeting**

- Defined duties (By-Laws/policy):

- Provide opportunity for community input/participation/development

- Provide opportunities for evaluation of the project

- Document meetings and decisions

- I & E Committee

- 5-9 diverse members

- **Hold annual meeting**

- Defined duties (By-Laws/policy)


- Annually review, approval and documentation of education and program promotion materials

- Document meetings and documented material approval process



Information and Education Advisory Committee

- ▶ The Information and Education Advisory Committee may serve the community participation function if it meets the requirements or a separate group may be identified.
 - ▶ 5-9 diverse members
 - ▶ Defined functions (By-laws/policy)
 - ▶ Community participation
 - ▶ Program promotion
 - ▶ Program evaluation
 - ▶ Review and approval of education materials
 - ▶ Annual meeting with minutes reflective of actions taken
 - ▶ Documentation of approval of education materials



Committee(s) Composition

- ▶ The committee(s) **must** include individuals broadly representative (in terms of demographic factors such as race, color, national origin, handicapped condition, sex, age, sexual orientation) of the population or community the Title X program serves.
 - ▶ FP staff may provide administrative and clinical support to the committee, but may not be voting members of the advisory committee.
 - ▶ The committee may include professionals who work directly with population groups for which materials are intended, but the priority should be to include client and community members
 - ▶ The agency **must** demonstrate efforts to include members who broadly represent the community served
 - ▶ A roster **must** be maintained that identifies the community or population group represented by each member



Committee(s) Size

- ▶ The size of I & E Committee **must** be made up of five to nine members, except that this size provision may be waived by the Office of Population Affairs (OPA) where a good cause has been shown (42 CFR 59.6(b)(1)).
 - ▶ If an agency wished to request a waiver to the five to nine membership requirement a written request indicating the good cause reasons must be submitted to MDHHS Family Planning Program consultant for review and submission to OPA for approval



Committee Functions

- ▶ Community Participation
 - ▶ Review the agency program plan (Annual Plan)
 - ▶ Discuss accomplishments and suggest future program goals and objectives
 - ▶ Discuss where program services are most needed
 - ▶ Discuss program promotion – Program Promotion Plan
 - ▶ Discuss community education – Community Education Plan
- ▶ Program Evaluation
 - ▶ Review agency work plan goals and objectives
 - ▶ Review client satisfaction surveys

Assure that the functions of the committee are listed in by-laws or written policy



Committee Functions

- ▶ Review and Approval of Education and Program Promotion Materials
 - ▶ MDHHS delegate the I. & E. materials review and approval process to the sub-recipient agencies; however, the oversight responsibility of the I. & E. review process rests with MDHHS as the grantee. MDHHS monitors the committee and review process with the Annual Plan review as part of the on-site comprehensive program review.
 - ▶ A written description of the I. & E. Committee review and approval process **must** be included in a policy statement, by-law, or other committee documents made available to members.
 - ▶ All information or education materials are distributed to committee members, reviewed and approved (according to established policy/by-law) prior to utilization or distribution to the community .
 - ▶ The I. & E. Committee may delegate responsibility for the review of the factual, technical and clinical accuracy to appropriate staff; however, final responsibility for approval of the materials rests with the committee.




Committee Functions

- ▶ Review and Approval of Education and Program Promotion Materials
 - ▶ The I. & E. Committee **must** use an MDHHS approved evaluation form to document their review and individual determinations regarding approval for each educational material.
 - ▶ An approved evaluation form is located on the MDHHS website under “Information for Providers” at www.Michigan.gov/familyplanning
 - ▶ Sub-recipients wishing to modify or use a different evaluation form must submit it to their MDHHS program consultant for approval.
 - ▶ The materials review process must consider the following:
 - ▶ Educational and cultural backgrounds of the individuals the materials are intended to serve
 - ▶ The standards of the population or community the material are intended to serve



Committee Functions

- ▶ Review and Approval of Education and Program Promotion Materials
 - ▶ The material review process must include the following
 - ▶ Review of the content to assure that the information is factually accurate
 - ▶ Determination whether the materials are suitable for the population or community they are intended to serve.
 - ▶ The approval process must require that at least one half of the voting members participated in the approval process
 - ▶ A written record of the determinations and approval process **must** be established and maintained (Section 1006(d), PHS Act; 42 CFR59.6(b)) including
 - ▶ Minutes must be kept for all meetings and must reflect determinations for each item reviewed
 - ▶ Completed evaluation forms or a compiled summary of individuals determinations must be maintained
 - ▶ A master listing of committee approved materials with dates of approval



Can these functions be added to an existing body or committee?

- ▶ Yes!
- ▶ Amend by-laws/policy to include the specific Title X functions
- ▶ Document community participation, promotion and evaluation activities
- ▶ Define and document education and promotion material approval process, along with maintaining a master list of approved materials
- ▶ Maintain meeting minutes
- ▶ Maintain a master list of approved materials
- ▶ Maintain a diverse 5-9 person membership
 - ▶ Could be a sub-committee of an existing group



HOW WILL MDHHS EVALUATE COMPLIANCE?

- Review:
 - By-Laws and written policies that define the committee, functions, membership and meeting schedule.
 - Meeting(s) minutes that document:
 - Community participation
 - Program evaluation
 - Community input
 - Review and approval process for education and promotion materials
 - Documentation of process
 - Documentation of materials reviewed.
 - Master list of approved materials



Summary

- ▶ All Title X sub-recipients must adhere to the maintenance of either:
 - ▶ Advisory Council and I. & E. Committee or
 - ▶ I. & E. Committee that serves the community participation and education function as well as the functions of the I. & E. Committee
 - ▶ Agencies may use an existing body to meet this function
 - ▶ Functions **must** be defined within by-laws or policy
 - ▶ Membership requirements are met
 - ▶ Community participation functions are conducted and documented.
 - ▶ Review and approval of education and promotion materials conducted and documented



Summary

- ▶ Mandated functions
 - ▶ Establish By-laws or Policy to govern the committee
 - ▶ Recruit and maintain diverse membership of 5-9 individuals
 - ▶ Provide opportunities for participation in program development
 - ▶ Provide opportunities for participation in program implementation
 - ▶ Provide opportunities for participation in the evaluation of the project
 - ▶ Review and approve education materials used in association with program services
 - ▶ Document the approval process
 - ▶ Maintain a master list of approved materials



Questions???