

I&E Program Review Preparation Checklist



Purpose: This checklist will help Title X agencies prepare for the informational and educational (I&E) materials part of a Title X Program review (conducted by the Office of Population Affairs) or site visit (conducted by a grantee).

How to use: Follow the steps listed in the checklist to prepare for a Title X Program review or site visit.

Have the following documents readily available:

- Written policies that describe your I&E materials review and approval process
- Up-to-date *I&E Materials Inventory Log*
- Documentation demonstrating that I&E Advisory Committee members are broadly representative of the population or community for which the materials are intended (e.g., demographic information collected on the review forms)

For each I&E material reviewed, have a file that includes:

- A copy of the material
- Documentation, such as the completed *I&E General Staff Review Form*, that demonstrates the material was reviewed by staff who considered the educational, cultural, and diverse backgrounds of the intended audience to assure the information is culturally and linguistically appropriate, inclusive, and trauma-informed
- Documentation, such as the completed *I&E Medical Review Form*, that demonstrates the material was reviewed to assure that information is factually correct and medically accurate
- Documentation, such as the completed *I&E Advisory Committee Review Forms*, that demonstrates that the material was reviewed by at least five members
- The completed *I&E Materials Review Summary Form*, meeting minutes, or other documentation of the Committee's findings