

I&E Materials Review Summary Form



Purpose: Title X agencies can use this form to summarize all findings and recommendations for one informational and educational (I&E) material, including those from the general staff reviewer, medical reviewer, and I&E Advisory Committee reviewers. This summary should document how the review process led to the decision of whether or not to share the material with clients and can serve as I&E Advisory Committee meeting minutes.

How to use: Fill out the form below and indicate whether the material is recommended for sharing.

Agency name: _____ Date: _____

Form completed by: _____ Job title: _____

Material title (if there is no title, describe the material): _____

Material source/publisher: _____

Publication date: _____

This material is intended for (check all that apply):

- Females
- Males
- LGBTQ+
- Adolescents (13–18)
- Young adults (18–25)
- Adults (26 and older)
- Other: _____

Language(s) the material is available in: _____

Language of the material under review: _____

Summary of Staff Findings

Use the table below to summarize the general staff and medical review findings.

	General Review	Medical Review
Name of reviewer		
Date of review		
Reading grade level determination?		N/A
Was this material determined to be medically and technically accurate?	N/A	
Did the reviewer recommend the material for sharing?		

Relevant comments from general staff review:

Relevant comments from medical review:

Note: If either the general staff reviewer or the medical reviewer did not recommend the material for sharing and no further review was conducted, skip to the "Final Recommendation" section of this form.

Summary of I&E Advisory Committee Review Findings

1. Number of Advisory Committee reviewers: _____

2. Number of Advisory Committee reviewers by gender:

Female _____ Male _____ Other _____

3. Number of Advisory Committee reviewers per age group:

Under 18 _____ 18-24 _____ 25-39 _____ 40+ _____

4. Number of Advisory Committee reviewers by educational attainment level:

Less than high school graduate _____

High school graduate (including GED or equivalent) _____

Some college, no degree _____

Associate's degree _____

Bachelor's degree _____

Masters, doctoral, or professional degree _____

Other (please specify): _____

5. Number of Advisory Committee reviewers by race:

American Indian or Alaska Native _____
Asian _____
Black or African American _____
Native Hawaiian or Pacific Islander _____
White _____
Other (please specify): _____

7. Number of Advisory Committee reviewers by ethnicity:

Hispanic _____
Non-Hispanic _____

8. Did the majority of Advisory Committee members recommend that we share this material with our clients?

Yes No

If no, why not?

9. Summary of Advisory Committee comments:

Final Recommendation

1. Overall comments:

2. Based on the findings described above, this material will be:

- Made available to clients and/or potential clients
- Not made available to clients and/or potential clients