Why is Family Planning Media Review Required?

• NC DPH receives federal funding for Family Planning Services through the Office of Population Affairs (OPA) (Title X)

• This funding is dispersed to local agencies to provide family planning services in their communities

• OPA Program Requirement: Each Project is responsible for reviewing and approving informational and educational materials. (Any materials designed to promote/advertise family planning services OR to educate clients about contraceptive methods, reproduction, or other health topics.)

Source: OPA Program Requirements for Title X Funded Family Planning Projects Version 1.0 (#12.1)
Advisory Committee

Title X grantees and sub-recipients agencies are required to have a review and approval process, by an Advisory Committee, of all informational and educational materials developed or made available under the project prior to their distribution (Section 1006(d)(2), PHS Act; 42 CFR 59.6(a).

Committee must be representative of your clinics clientele in terms of:

- Race
- Color
- National origin
- Handicapped condition
- Sex
- Age

Staff cannot serve on the Advisory Committee
Review Requirements

• Committee should consist of 5-9 members

• All materials, informational and educational, must be approved before they are used in clinic.

• All materials must be reviewed for suitability for the community and consistency with Title X purposes.

The Advisory Committee(s) may delegate responsibility for the review of the factual, technical, and clinical accuracy to appropriate project staff; however, final responsibility for approval of the Information & Education (I & E) materials rests with the Advisory Committee.

**Please have this language included in your agency policy/procedure/protocol.
The I & E Advisory Committee(s) must:

1. Consider the educational and cultural backgrounds of the individuals to whom the materials are addressed
2. Consider the standards of the population or community to be served with respect to such materials
3. Review the content of the material to assure that the information is factually correct
4. Determine whether the material is suitable for the population or community to which it is made available
5. Establish a written record of its determinations (Section 1006(d), PHS Act; 42 CFR 59.6(b)).

Source: OPA Program Requirements for Title X Funded Family Planning Projects Version 1.0 (§12.6)

NC Family Planning Media Review Policy

Informational and educational materials for men and women of child-bearing age seeking family planning services provided by Title X.

**Responsibilities:** It is the responsibility of the local agency and its designated personnel to develop, implement, and ensure compliance among all staff on the administration of the Media Review policies/procedures in the Title X Family Planning Clinic.

Source: https://whb.ncpublichealth.com/provpart/docs/familyplanning/MediaReviewPolicy.pdf
Steps to Meet Family Planning Media Review Requirements

1. Family planning media review is a part of the Family Planning Agreement Addendum; documentation is due by August 15 each year.

2. Documentation of media review is sent to the Family Planning Program Consultant; who responds with a letter indicating it has been received and reviewed and if additional information is needed.

3. Each local agency will be monitored for Family Planning Media review during the Women's Health monitoring visit (every 3 years).

Family Planning Media Review Memo

Refer to Family Planning Media Review Memo - December 11, 2012

- May use a Rolling Family Planning Media Review process.
- Use patients in health department waiting for their family planning clinic appointment.
- Know the composition of the patients you serve (e.g. race/ethnicity make-up, age distribution, income levels)
- Ask the patients to read the materials and provide his/her comments on the forms (obtain input from 5-9 clients).

Family Planning Media Review Summary

Compile a summary of the findings utilizing Form DHHS 3491

Include:

- List of materials reviewed
- Roster with client’s demographic data
- Dates you collected the comments
- If materials were approved
- Additional comments from reviewers, such as audience that material should be used for

Source: NC Women’s Health Branch/Family Planning Policy
No new materials to review - what to do?

If the agency does not have any new materials:

- Title X recommends reviewing a portion of all the Family Planning informational and educational materials each year to assure all materials are current and relevant for the agency’s clientele.

- If there are no new materials in one fiscal year, the agency may send in a letter, on agency letterhead, stating that no new Family Planning Materials needed to be reviewed the previous fiscal year. (this letter may only be submitted once every three years) Please review 20-30% of the older materials each year.

Source: NC Women’s Health Branch/Family Planning Policy
Tips for recruiting clients to help review materials:

Make Family Planning Media Review inviting! Give an incentive to the clients that review materials or provide lunch, snacks, gift cards, water bottles, magnets, a flash drive etc.

If possible, involve the Health Educator/Prevention staff in the process. They are experienced in working creatively with clients and the community.

Source: NC Women’s Health Branch/Family Planning Policy
Billboards:

County: Lincoln

Don't Let Your Pregnancy Be Unexpected
Plan First.
Make it Your Choice.

Lincoln County
Health Department
704-735-3001

County: Lincoln
Access to family planning health care is critical to reaching your life’s goals.

Unplanned births account for nearly 1 IN 10 DROPOUTS among female students at community colleges.

County: Anson

Schedule a physical and/or birth control consult today at the Anson County Health Department

ANSON COUNTY HEALTH DEPARTMENT
110 Ashe Street
Wadesboro 704-694-5188
Sliding fee scale for the uninsured.

FAMILY PLANNING IS THE FOUNDATION
FUNDED BY TITLE X REPRODUCTIVE HEALTH SERVICES
County: Columbus

Newspaper Ad:

County: Pender
Fact Sheet: Birth Control Method Options

<table>
<thead>
<tr>
<th>Effective</th>
<th>Moderately Effective</th>
<th>Local Effective</th>
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<tbody>
<tr>
<td>Intrauterine Devices</td>
<td>Birth Control Pills</td>
<td>Contraceptive Injection</td>
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<tr>
<td>Implant</td>
<td>Injection</td>
<td>Sterilization</td>
</tr>
<tr>
<td>Ring</td>
<td>Vaginal ring</td>
<td>Condom and diaphragm</td>
</tr>
</tbody>
</table>

**Risk of pregnancy**

- IUD: 1 in 1000
- Implant: 1 in 1000
- Oral contraceptives: 1 in 100
- Condom and diaphragm: 2 in 1000
- Sterilization: 1 in 1000

**How the method is used**

- IUD: Insertion
- Implant: Implantation
- Oral contraceptives: Pill
- Condom and diaphragm: Use

**How often the method is used**

- IUD: Every 3-5 years
- Implant: 5 years
- Oral contraceptives: Daily
- Condom and diaphragm: Weekly

**Possible side effects**

- IUD: Menstrual changes, heavy bleeding
- Implant: Breast changes, weight gain
- Oral contraceptives: Nausea, headaches
- Condom and diaphragm: Discomfort, dryness

**Other considerations**

- IUD: Removal of an IUD is done by a healthcare provider.
- Implant: Removal of an implant requires surgical procedure.
- Oral contraceptives: Some may increase risk of blood clots and stroke.
- Condom and diaphragm: May increase risk of HIV and STI transmission.

**Sources**


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**Resources**

- OPA- Office of Population Affairs: Program Requirements for Title X Funded Family Planning Projects

- NC Women’s Health Branch/Family Planning Policy:
  [https://whb.ncpublichealth.com/provpart/docs/familyplanning/MediaReviewPolicy.pdf](https://whb.ncpublichealth.com/provpart/docs/familyplanning/MediaReviewPolicy.pdf)

- Family Planning Media Review Memo Dec. 11, 2012

- Family Planning Media Review Documentation Form DHHS 3491:
  [https://whb.ncpublichealth.com/provpart/forms.htm](https://whb.ncpublichealth.com/provpart/forms.htm)

- Consumer Family Planning Media Review Forms 3491A(English)and 3491A-S (Spanish)
Contact Your Regional Women's Health Nurse Consultant:

Source: [https://whb.ncpublichealth.com/contact.htm](https://whb.ncpublichealth.com/contact.htm)

Contact Information:

Family Planning Program Consultant
Family Planning & Reproductive Health Unit
Women’s Health Branch
919-707-5700