

KENTUCKY FAMILY PLANNING PROGRAM

Informational and Educational Advisory Committee, and Community Participation, Education, and Project Promotion Plan Reference Page

Informational and Educational Advisory Committee (I&E): [I&E/CPEP Law Training](#) – [I&E/CPEP Training](#)

- Review and approve material (print and electronic) developed or made available prior to distribution to client or community
- Assure the materials are suitable for the population to which they are made available
- All material must be approved by the advisory committee prior to dissemination
- Committee should have no fewer than five members and up to as many members the recipient determines
- Must include individuals broadly representative of the population or community for which the material is intended
- During solicitation of clients to serve on committee or to obtain feedback, remind clients that participation on the committee is voluntary, and does not impact the services they receive
- Consider the educational, cultural, and diverse backgrounds of individuals to whom the materials are addressed; and the standards of the population or community to be served
- Review content of the material for clinical accuracy factually correct, medically accurate, culturally and linguistically appropriate, inclusive and trauma informed
- Establish written record of the determinations of the advisory committee
- Review older material to determine relevance and effectiveness
- Meetings
 - Must occur at least one time a calendar year, submit minutes to FamilyPlanning@ky.gov; Minutes should include committee member names and the population represented (Reminder: Agency staff can serve as the facilitator, or reviewer, but does not count toward the requirement to have five committee members)
 - May be in-person or virtual
 - Alternative methods of gathering feedback can be obtained via online surveys, phone calls, video conferences
 - Members may have the opportunity to review materials at their convenience
 - Members can provide feedback individually or as a group (unnecessary for all members to simultaneously be in one meeting)
 - I&E may serve as one activity of the community participation and engagement

Community Participation, Education, and Project Promotion Plan (CPEP): [CPEP Training](#)

- Provide opportunities for community education, participation, and engagement to achieve community understanding of the availability of services, and to promote participation by diverse persons to whom services may be beneficial to ensure access to equitable affordable, client-centered, quality family planning services
- Engage diverse community members including adolescents, current and potential clients, and persons in community knowledgeable about community needs for FP services

Templates available from [Kentucky Family Planning](#) and/or [RHNTC.org](#)

Membership Letter & Membership Roster	I&E General Staff Review Form
I&E Program Review Preparation Checklist	I&E Medical Review Form
I&E/CPEP Process	I&E Advisory Committee Review Form
I&E/CPEP Meeting Template	English Spanish
I&E Materials Inventory Log	I&E Materials Review Summary Form
Client Material Survey English & Spanish (Another way to involve community - does not take place of I&E)	Outreach Activity Report (report with Quarterly Report) CPEP Plan (report with Quarterly Report)

Contact FamilyPlanning@ky.gov for inquiries.