

# PROGRAM REVIEW PREPARATION CHECKLIST

**Purpose:** This checklist will help Title X-funded agencies prepare for the I&E 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 members are broadly representative of the population or community for which the materials are intended (e.g., demographic information collected on the review forms or a list of I&E Advisory Committee members that includes basic demographic information)

## For each 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 and that the educational and cultural backgrounds of the individuals for whom the materials are addressed were considered
- Documentation, such as the completed *I&E Medical Review Form*, that demonstrates the material was reviewed to assure that the information is factually correct
- Documentation, such as the completed *I&E Advisory Committee Review Forms*, that demonstrates that the material was reviewed by five to nine committee members
- The completed *Summary of Recommendations Form*, meeting minutes, or other documentation of the Committee's findings