# I&E General Staff Review Form

**Purpose:** Title X agencies are responsible for evaluating the appropriateness of informational and educational (I&E) materials for their client population. Use this form to evaluate a material’s cultural and linguistic appropriateness, readability, and whether it meets your agency’s basic standards for sharing.

**How to use:** Identify a staff member to assess whether the I&E material under review is suitable for the intended audience and to complete this form. Refer to online, free readability assessments to determine a material’s reading grade level, as needed. Once the review is complete, follow the next steps outlined at the end of this form.

**Agency name:**

**Name/position of reviewer:**

**Review date:**

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

**Material type:**

**Publication date:**

**Material source/publisher:**

**Language(s) the material is available in:**

**Language of the material under review:**

## Material Evaluation

Review the material and use your judgment to answer the questions below. If you think the material is not culturally sensitive or appropriate for the client population, skip questions 1–14 and go directly to question 15. Once you have completed this form, follow the next steps outlined at the bottom of the page.

1. Who is the intended audience for this material? (check all that apply)

[ ]  Females

[ ]  Males

[ ]  Adolescents (13–18)

[ ]  Young adults (18–25)

[ ]  Adults (26 and older)

[ ]  Other: Click or tap here to enter text.

1. What is the reading grade level of this material?

Describe how you arrived at the reading level (Fry Graph, SMOG, Flesch Reading Ease, etc.):

|  |  |  |  |
| --- | --- | --- | --- |
| Question | **Yes** | **No** | **NA** |
| 1. Is the main message of the material clear?
 |  |  |  |
| 1. Is the material’s content accurate?
 |  |  |  |
| 1. Does the material use common, everyday words?
 |  |  |  |
| 1. Does the material use the active voice? (For example, does it say, “We will ask…” rather than “You will be asked…”)
 |  |  |  |
| 1. Does the material use font types and sizes that are easy to read?
 |  |  |  |
| 1. Does the material incorporate white space and headers to break up the text?
 |  |  |  |
| 1. If there are illustrations or pictures, are they appropriate?
 |  |  |  |
| 1. If there are illustrations or pictures, are they visually appealing?
 |  |  |  |
| 1. If there are illustrations or pictures of people, are they reflective of the intended audience and its diversity?
 |  |  |  |
| 1. Is the material respectful of the clients’ cultures and values?
 |  |  |  |
| 1. Does the material address the reader as a partner in decision making and care?
 |  |  |  |
| 1. Does the material indicate where to go with questions or for more information?
 |  |  |  |

1. Based on your review, describe any strengths or weaknesses of this material:
2. In your estimation, does this material meet our agency’s basic standards for distribution? Why or why not?
3. Do you recommend that we share this material with our clients? Please explain:

Other comments or suggestions:

**Signature:**

**Date:**

**Next steps:** Notify the staff member coordinating the I&E material review process that you have completed your review so they can update the *I&E Materials Inventory Log*, record your recommendations on the *I&E Materials Review Summary Form*, and, if appropriate, pass the material on to the assigned medical reviewer for feedback.