# 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** (name, job title)**:**

**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:**

**This material is intended for** (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.

## Summary of Staff Findings

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

|  |  |  |
| --- | --- | --- |
| Question | **General Review** | **Medical Review** |
| Name of reviewer |  |  |
| Date of review |  |  |
| Reading grade level determination? |  | NA |
| Was this material determined to be medically and technically accurate? | NA |  |
| 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:

1. Number of Advisory Committee reviewers per age group:

Under 18: 8–24: 25–39: 40+:

1. 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:

Master’s, doctoral, or other professional degree:

Other (please specify):

1. 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):

1. Number of Advisory Committee reviewers by ethnicity:

Hispanic:

Non-Hispanic:

1. Did the majority of Advisory Committee members recommend that we share this material with our clients? If no, why not?
2. 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