



Expedited I&E Materials Review Form

Purpose: Title X-funded agencies are responsible for evaluating the appropriateness of I&E materials for their client population and for ensuring the factual, technical, and clinical accuracy of all I&E materials developed or made available under the project prior to their sharing.

How to use: Identify a staff member and a medical reviewer within your agency to review the material and complete this form.

Name of Reviewer: _____

Position of Reviewer: _____

Date: _____

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

Material Type: _____

Publication: _____ Publication Date: _____

Language(s) the material is available in: _____

Language(s) under review: _____

Indicate your level of comfort with the language(s) of the material under review:

	Very Comfortable	Somewhat Comfortable	Not Comfortable
--	---------------------	-------------------------	--------------------

Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Intended Audience: _____

Expedited I&E Materials Review Form

1.) This material is for (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Males | <input type="checkbox"/> Young adults (18-25) |
| <input type="checkbox"/> Females | <input type="checkbox"/> Adults (26 and older) |
| <input type="checkbox"/> LGBTQIA+ | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Adolescents (13-18) | |

2.) What grade level is the material written for? _____

Describe how you arrived at the reading lever (Fry Graph, SMOG, Flesch Kincaid, etc.): _____

	Yes	No	N/A
3.) Is the message of the material clear?	<input type="checkbox"/>	<input type="checkbox"/>	
4.) Does it use common, everyday words?	<input type="checkbox"/>	<input type="checkbox"/>	
5.) Is the content accurate?	<input type="checkbox"/>	<input type="checkbox"/>	
6.) Does the material use the active voice? For example, does it say, "We will ask..." rather than, "You will be asked..."	<input type="checkbox"/>	<input type="checkbox"/>	
7.) Does the material use font types and sizes that are easy to read?	<input type="checkbox"/>	<input type="checkbox"/>	
8.) Does it incorporate white space and margins to break up the text?	<input type="checkbox"/>	<input type="checkbox"/>	
9.) If there are illustrations or pictures, are they appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.) If there are illustrations or pictures, are visually appealing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.) Is the material respectful of the clients' cultures and values?	<input type="checkbox"/>	<input type="checkbox"/>	
12.) Do you recommend that we share this material with our clients?	<input type="checkbox"/>	<input type="checkbox"/>	

Comments or suggestions:

Expedited I&E Materials Review Form

1.) In your estimation, how medically accurate is this material (in other words, to what extent does it reflect current medical practices)?

Highly accurate

Not accurate

Somewhat accurate

List any inaccuracies:

2.) Do you recommend this material to our clients? Yes No

Please explain:

Executive Director's Signature: _____

Date: _____

Medical Reviewer's Signature: _____

Date: _____

Staff Reviewer's Signature: _____

Date: _____