

**RHODE ISLAND DEPARTMENT OF HEALTH
INFORMATION AND EDUCATION (I&E) COMMITTEE
MINUTES FROM MEETING**

Monday, December 13, 2004

12:00-1:30 pm

In Attendance: Carolyn Campos, CHISPA; Sarah Chase, HEALTH; Walter Harper, Brown University; Cheryl LeClair, HEALTH; Mellissa Parham, John Hope Settlement House; Rebecca Tuttle, West Bay CAP

Welcome & Introductions: Everyone went around and introduced themselves and their place of work. Sarah passed out the agenda and a listing of Title X agencies in Rhode Island (See Attachments). Sarah also gave everyone three folders that were filled with each material that the I&E Committee had approved and was made available on the Title X Family Planning order form (Folders will be mailed out to I&E Committee members who did not attend the meeting). Cheryl informed everyone that they could order anything and any number of materials off of the order form that they wanted at no cost to them.

Overview of Role of the I&E committee (i.e. federal requirements): Cheryl distributed the section from the Family Planning Guidelines concerning the role of the I&E Committee (Update: Please review the

I&E Committee federal requirements [See Attachment] and then please review and make comments on the Materials Assessment Forms if there are any ways we can improve the form. Forms can be mailed back to Sarah Chase, RI Dept. of Health, 3 Capitol Hill, Room 302, Providence, RI 02908). Cheryl then went on to go over the Title X agencies in Rhode Island and the diverse populations that they serve.

She also mentioned that each of these agencies mostly serve low-income populations.

Description of the Work of the I&E Committee and How it Relates to the Family Planning Program: Cheryl went over the new order form with everyone. This order form had been recently revised to include all of the materials that were approved by the I&E Committee up until this point. The order form is mainly for the benefit of Title X agencies to order materials from, but anyone can order from it if they would like to. Title X agencies are not required to use the materials on the order form, but if they want to use a particular material that is not included it must first go through the I&E Committee for approval. If the committee does not approve the material, then the Title X agency cannot distribute it to their clients. Cheryl went on to describe that the I&E Committee is reviewing two separate groups of materials: materials from the Title X agencies that they would like to use and also materials that the Family Planning Program would like to offer to the agencies for distribution to clients and include on its order form.

Once we have received the Materials Assessment Form from the

committee members, we tally the number of materials that were approved or disapproved. We also make note of the comments that committee members make on the assessment form. We send the end result of the tallies to the Title X agencies to show them what materials have been approved or disapproved and the comments that were made about each material.

Discussion of Next Steps for the I&E Committee: Cheryl announced that she would like to add an RN who is involved with women's health issues to the committee. She asked that if any of the members knew of someone who may be interested to please contact her at 222-4636. Walter asked if we had any plans to provide any of the materials in Cambodian or Laotian. Cheryl stated that at this time there was no plan to do that. She noted that she had discussed that matter with the health agencies and the providers noted that most of the younger Asian populations know how to speak English. Walter did recommend that we at least translate a material on cervical cancer for non-English speaking Asian populations. Cheryl stated that she would look into getting a material for that and would look to see if the American Public Health Association or the SEDC had any resources available. Cheryl also mentioned her struggles with finding materials translated into Portuguese and that she was still working on that. Cheryl also made note that the Family Planning Program was working on developing a brochure on DES to be included on the order form. Walter asked if we would be distributing information about RU-487. Cheryl informed everyone that under law, the Title X Program in no

way funds or distributes any type of material on pregnancy termination.

Cheryl asked if everyone would like a copy of the Family Planning Guidelines (an annually updated set of guidelines that are distributed to providers on such topics as contraceptives, counseling, medical services, et al). All members in attendance expressed interest in receiving the guidelines. The guidelines are currently being updated for the 2004-2005 year and will be distributed to I&E Committee members upon completion. Cheryl will also be distributing a copy of the Managing Contraception Pocket Guides 2004-2005 for each of the committee members.

Cheryl asked everyone what they thought of how the I&E Committee was being handled and what they thought of all the information given to them at the meeting. Everyone agreed that they had a better understanding of how the I&E Committee worked.

Sarah finally announced that a new round of materials for review would be sent out to the committee members soon.

One final reminder, if anyone has a change of address, workplace, telephone number, or e-mail address, please contact Sarah at 222-5354 or sarahc@doh.state.ri.us with your updated information. Thank you.

Respectfully Submitted,

Sarah Chase

Family Planning Program