Family Planning Media Review Documentation

County: ___________________________ Today’s Date: ___________________________ Date(s) Material Revised: ___________________________

The Material

1. Title: ___________________________

2. Major Topic Area: ___________________________

3. Publication Date: ___________________________

4. Type of Media
   □ Website
   □ APP (application downloaded to mobile device)
   □ Video ½”
   □ Video ¾”
   □ Slides
   □ Poster
   □ Exhibit
   □ Brochure/Pamphlet
   □ PSA (Public Service Announcement)
   □ Other: ___________________________

5. Produced by: ___________________________

6. Cost: ___________________________

7. Length (minutes or pages): ___________________________

8. Where your Agency Obtained the Material:
   □ Created in-house  □ Women’s and Children’s Health Mailroom
   □ Other: ___________________________

Your Evaluation

9. Description. Give a one sentence description of the content. ___________________________

10. Audience. (check all that apply)
    a. □ Male  □ Female  □ Either Gender
    b. Age Groups:  □ General (all ages)  □ Elementary
       □ High School  □ College Students  □ Middle School
       □ Adults
    c. Ethnic Group Focus:  □ African American  □ American Indian
       □ Caucasian  □ Hispanic/Latino  □ Asian American
       □ Multicultural

11. Quality. (check all that apply)
    * Accuracy of Information
    * Technical Quality
    * Communicates Message Clearly
    * Appropriateness to Audience
    Excellent  □  Good  □  Fair  □  Poor  □
    Excellent  □  Good  □  Fair  □  Poor  □
    Excellent  □  Good  □  Fair  □  Poor  □
    Excellent  □  Good  □  Fair  □  Poor  □

12. Comments on quality. ___________________________

(Please turn the page to continue.)
13. Reading Level. For written materials, what is the reading level?  
How did you determine the reading level?  □ SMOG Method  □ FOG Method  □ Provided by the producer  □ Other: ________  

14. Disposition.  □ Approved  □ Disapproved  

15. Restrictions. If approved, describe any restrictions that should be placed on the material.  

16. Recommendations for Use:  

17. Reviewed by:  

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<tr>
<th>Name</th>
<th>Address</th>
<th>Occupation</th>
<th>Gender/ Age</th>
<th>Race*</th>
<th>Ethnic Origin**</th>
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*Race: 1-American Indian or Alaska Native; 2-Asian; 3-Black/African American; 4-Native Hawaiian/Other Pacific Islander; 5-Unknown; 6-White  
**Ethnic Origin: 1-Hispanic Cuban; 2-Hispanic Mexican American; 3-Hispanic Other; 4-Hispanic Puerto Rican; 5 Not Hispanic/Latino; 6-Unreported  

18. Signature of Person Completing Form:  

INSTRUCTIONS  

Purpose: To document that a local committee representing the community has reviewed and approved all informational and educational materials used in a local family planning program. For questions related to Media Review, call 919-707-5695.  

Preparation:  
1. Complete a separate form for each item reviewed.  
2. Each committee member may use a form to write her or his comments on. The chairperson may then transfer a summary of the member’s comments onto a separate form to send to the Family Planning and Reproductive Health Unit.  
3. The chairperson completes items 1-8 and 13 prior to review.  
4. The chairperson completes items 9-12 and 14-17 after the committee has reviewed the material and reached a consensus on the questions.  
5 Each committee member signs and completes information in item 17.  
6. The chairperson signs item 18.  

Distribution:  
1. Retain original in a media review file at the local health department.  
2. Send copy to: N.C. DHHS  
Family Planning and Reproductive Health Unit  
1929 Mail Service Center  
Raleigh, North Carolina 27699-1929  
COURIER #56-23-01  

Disposition: You may destroy the form when the material reviewed is no longer available or in use.  
Reorder: Additional forms may be copied, or you may order them from:  
N.C. DHHS, Family Planning and Reproductive Health Unit  
1929 Mail Service Center  
Raleigh, North Carolina 27699-1929  
COURIER #56-23-01  

DHHS 3491 (Revised 02/19)  
Family Planning and Reproductive Health Unit (Review 02/22)