

## **Instructions Page Form 3491 and 3491A**

### **Participant Form 3491A:**

Each reviewer should complete an individual form. If the material that is being reviewed is in a different language than English, form 3491A should be provided in the same language or interpretation services should be utilized.

The reviewer should review the media material then complete form 3491A. No identifying information should be collected. You may provide clarifying answers to questions that arise from the review but please do not provide any coaching while the review is occurring.

In the material evaluation section, there is a single comment box provided to capture qualitative responses from reviewers about the material.

### **Summary Form 3491:**

This is a summary of the Participant Form 3491A submissions. If multiple materials are reviewed, there should be an individual Summary Form 3491 completed for each material. The material summary covers information about the material(s) being reviewed. If you have questions about the trauma-informed requirement, please reference this webinar provided by the Reproductive Health Branch or contact your Women, Infant, and Community Wellness Section Regional Nurse Consultant.

<https://www.zoomgov.com/rec/play/zOfWeYdZdl2VweBP10J91Yg0IZ5-OdzZDS3J1JfvIQ4fYNZgaWIPyvOBT-X2IV6omcfEa7n2WliEDetC.oBCpTqEr0S6yMPOp?continueMode=true>

The Reproductive Health National Training Center also has a resource guide for selecting trauma informed information and education materials.

[https://rhntc.org/sites/default/files/resources/rhntc\\_ie\\_tips\\_trauma\\_informed\\_lens\\_job\\_aid\\_2-4-2022.pdf](https://rhntc.org/sites/default/files/resources/rhntc_ie_tips_trauma_informed_lens_job_aid_2-4-2022.pdf)

North Carolina Department of Health and Human Services  
Division of Public Health

The summary of participant review section on the form collects all the responses from Participant Form 3491A. For each question, please indicate the quantity of each answer choice selected from all participant review forms completed and any comments provided by reviewers. If you need additional space to capture reviewer comments, there is an additional comment page available. Please submit Summary Form 3491 and the additional comment page, if utilized, to the Reproductive Health Program Consultant for documentation of the family planning media review requirements.

**Comments Page:**

If additional space is needed, please capture all reviewer responses on the additional comments page and submit with your Summary Form 3491 when submitting media review documentation. There is no limit on the number of comment pages that may be utilized.