

# Title X New Agency Orientation Administrative Overview

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December 4, 2019

Welcome to Essential Access Health

# Title X Administrative Overview

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Title X Administrative Requirements

Title X Program Evaluation

Semi-annual Progress Report (SPR)

Refunding Application

Reporting due dates and Contract Monitoring

Regional Meetings and Title X Business Meeting

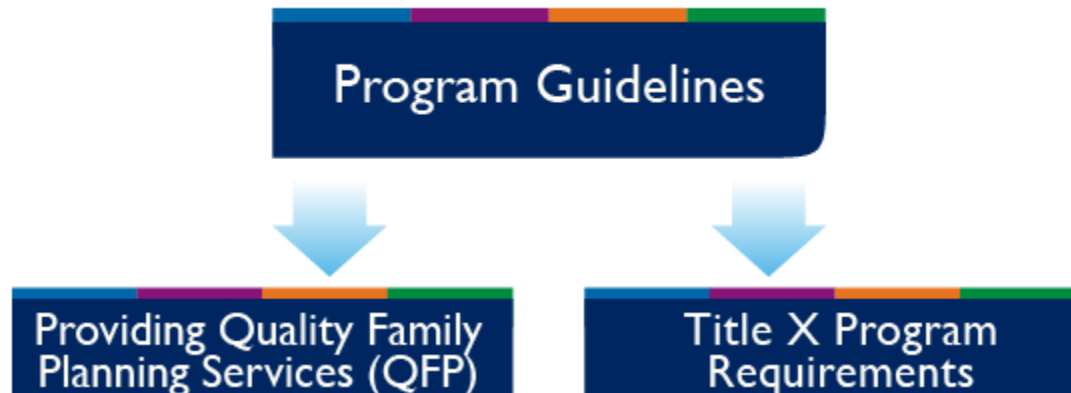
Resources

# Administrative Program Requirements for Title X Funded Projects

- As a recipient of Title X funds, you will be required to comply with Program Requirements
- Will be assessed during on site visit (Title X Program Evaluation)
- Essential Access Health will provide a technical assistance visit first to provide guidance and sample documents

# Family Planning Guidelines

- Comprised of QFP and Program Requirements for Title X Funded Projects
- Title X Program Guidelines and Instructions available at: <http://www.hhs.gov/opa/title-x-family-planning/title-x-policies/program-guidelines/index.html>



## Final Rule 2019

- On March 4, 2019, HHS published a final rule that revises the regulations governing the Title X family planning program.
- HHS is currently updating the Program Requirements document released in 2014 to reflect the revised regulations.

# Voluntary Participation

- Family planning services are to be provided solely on a voluntary basis
- Sub-recipients must develop a non coercion statement and have it signed by staff
  1. Clients cannot be coerced into a particular family planning method
  2. Acceptance of family planning services must not be a prerequisite to eligibility for, or receipt of, any other services
  3. Staff must be informed they are subject to prosecution if they coerce a client into abortion or sterilization

# Staff Training and Project Technical Assistance

Trainings should include:

1. Orientation and in-service trainings
2. Reporting of child abuse, child molestation, sexual abuse, rape or incest, and **human trafficking**
3. Involving family members in the decision of minors to seek family planning services and counseling on how to resist sexual coercion

# Include in your Annual Training Plan:

- Mandated reporting and human trafficking
  - Screening minors for victimization
  - Family involvement counseling
  - Sexual coercion counseling
  - Non-discrimination requirements
- Required annually:
- Protecting client confidentiality
  - Voluntary, client centered, non-coercive services
  - Cultural competency
  - Emergency/disaster



# Mandated Reporting and Human Trafficking Policy

- Must have policy on how to identify and report clients who are victims of child abuse, child molestation, sexual abuse, rape or incest, and human trafficking
- Sub-recipients are responsible for training of all project staff

# Confidentiality

- Protected health information (PHI) may not be disclosed without the individual's documented consent
- Must assure client confidentiality during client registration and eligibility screening

Why is confidentiality important?

- Reduce barrier to seeking family planning services, especially for adolescents
- Protect the privacy of those choosing to receive services
- Federal Title X law protects confidentiality of patients

# Community Participation, Education & Project Promotion

- Establish and implement activities to facilitate community awareness of and access to family planning services
- Provide community education programs
- Provide an opportunity for participation in the development, implementation, and evaluation of the family planning project by persons broadly representative of the population served and knowledgeable about the community's needs for family planning services

# Information & Education (I&E) Materials Approval

- Must have I&E Advisory committee of 5-9 members to review informational and educational materials
- Committee must include individuals broadly representative of the population or community
- Committee may serve the community participation function

# Emergency Management

- Must have a written plan for the management of emergencies
- Staff can identify emergency evacuation routes
- Staff have completed training and understand their role in an emergency or natural disaster
- Exits are recognizable and free from barriers

# Human Subjects Clearance (Research)

- Research conducted within Title X projects may be subject to DHHS regulations regarding the protection of human subjects
- Must notify Essential Access Health of any research projects that involve Title X clients via the Semi-annual Progress Report (SPR), Table 17

# Title X Program Evaluations

- Every 3 years
- A team will review policies, manuals, protocols, medical charts, etc. for 2-3 days
- For multi site agencies, 2 clinic sites will be selected for review
- 90 days before the visit, an Advance Data Packet and Program Review Tool will be provided
- A report and Corrective Action Plan will be issued documenting findings

# Other Visits

- New Site Visit
  - Conducted when agency wants to add an additional clinic to Title X
- Address Change Visit
  - Conducted when an existing Title X clinic changes locations
- Compliance Visit



# User Data

- CDS = Centralized Data System
- System to collect & standardize data submitted in a variety of formats
- Waldyr Ortiz will be contacting your IT staff to begin the process of setting your agency up to submit CDS data

# SPR

- Year End SPR  
Due: 1/25 (Jan-Dec data)
- Mid Year SPR  
Due: 7/25 (Jan-June data)

- Table 1: Family Planning Users by Age and Gender (by site)
- Table 2: Female Family Planning Users by Ethnicity and Race (by site)
- Table 3: Male Family Planning Users by Ethnicity and Race (by site)
- Table 4: Family Planning Users by Income Level (by site)
- Table 5: Family Planning Users by Principal Health Insurance Coverage Status (by site)
- Table 6: Family Planning Users with Limited English Proficiency - LEP (by site)
- Table 7: Female Family Planning Users by Primary Method and Age (by site)
- Table 8: Male Family Planning Users by Primary Method and Age (by site)
- Table 9: Cervical Cancer Screening Activities (by site)
- Table 10: Clinical Breast Exams and Referrals (by site)
- Table 11: Family Planning Users Tested for Chlamydia by Age and Gender (by site)
- Table 12: Number of Gonorrhea, Syphilis, and HIV Tests (by site)
- Table 13: Family Planning Encounters by Type of Provider (by site)
- Table 14: Community Education and Outreach (by Agency)
- Table 15: Partnering Plan (by Agency)
- Table 16: Special Populations (by Agency)
- Table 17: Human Subjects Research
- Rule Violations

# Refunding Application

- Required annually to renew contract
- Refunding workshops will be provided
- Online application
  1. Agency Contact Information
  2. SOW
  3. Budget
  4. Exhibits

# Competitive Bid

- Occurs once every 3 years
- You will be competing with the rest of the state for Title X funds
- Similar to Refunding Application with an additional narratives section which will be scored by readers
- Completed online

# Reporting Due Dates

- CDS: monthly on the 25th
- SPR: Jan. 25 and July 25
- SRER: Jan. 25, April 25, July 25, Oct. 25
- Refunding Application: TBD
- Performance Measures
  - Initial Action Plan: end of August
  - Completed Action Plan: end of December

# Contract Monitoring

- Failing to submit reports by the deadline may impact future funding during Competitive Bid years
- Must notify Essential Access Health when important personnel changes occur (ie CEO, Title X Contact)
- Must notify Essential Access Health when clinic site changes address

# 340B Program

- Title X Agencies are eligible to participate in the 340B Program for reduced pharmacy pricing
- Fill out and submit the Online Registration Form:  
<http://www.hrsa.gov/opa>

# Agencies are divided into 5 regions

- Region 1 – San Diego, San Bernardino, Riverside
- Region 2 – Los Angeles, Ventura, Santa Barbara
- Region 3 – Bay Area
- Region 4 – Northern CA
- Region 5 – Central Valley and Central Coast



# Regional Meetings

- Share ideas and discuss common issues facing clinics, challenges and solutions
- Updates from Essential Access Health are provided
- Quarterly meeting locations
  - Reg 1: Rotate around San Diego or via teleconference
  - Reg 2: Essential Access Health office in LA
  - Reg 3 & 4: Essential Access Health office in Berkeley
  - Reg 5: Rotate around Central Valley/Central Coast

# Title X Business Meeting

- Annual conference for all CA sub-recipients
- Mandatory attendance for all Title X Delegate Agencies
- Send 1 administrative and 1 clinical staff

# Resources

- Delegate Agency Manual
- Data Systems Manual
- Samples on Extranet: Adolescent Counseling/Family Participation, Mandatory Reporting, and Training Tracking
- Title X Program Guidelines and Instructions:  
<http://www.hhs.gov/opa/title-x-family-planning/title-x-policies/program-guidelines/index.html>

# Learning Exchange Trainings

- Family Planning Health Worker Certification
- Sexual & Reproductive Health trainings: Integration, Motivational Interviewing, and more
- Title X required trainings: Mandated reporting, human trafficking, sexual coercion, and more

# Weekly Wrap Up

- Weekly email on Friday from Essential Access Health
- Important updates and announcements
- Resources
- Family Planning News
- Mini RFP announcements

# FPNTC Resources

- Looking for training, technical assistance, and resources to share with your project administrators and staff? Take a look at the FPNTC Title X Welcome Package at <http://www.fpntc.org/titlex-welcome>
- Title X orientation: 1 hour eLearning course
- QFP and family planning
- Title X required trainings: mandated reporting, human trafficking, family involvement, & sexual coercion

# Thank you!

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Questions?