

A2.1 – FAMILY PLANNING RESPONSIBILITIES

Purpose

The Iowa HHS Title X Program contracts with SRs to provide direct FP services. The purpose of this policy is to ensure job descriptions are available for all positions, or as specified by agency policy, and updated when necessary to reflect changes in duties. The list provided below of responsibilities serves as a guide for positions and can vary from agency to agency.

Procedure

These are suggestions only and positions are not limited to the roles and responsibilities listed below.

Project Director

Responsibility	Activities
<p>Oversight of Provision of ongoing FP clinical services, which includes nursing and medical services. All services and operations, including services and operations provided by AGENCY NAME SRs, are provided in accordance with the laws and regulations of the state and Iowa HHS Title X requirements and regulations; Title X clinical and administrative policies and procedures; and prevailing medical and nursing standards of care.</p>	<ol style="list-style-type: none"> 1. Reads and adheres to Title X Administrative and Clinical Manual. This can be documented as part of the training log. 2. Submits progress reports and other required documents, as requested. 3. Participates in required meetings (e.g. quarterly director meeting, site visits) and training. 4. Reads and shares the Title X communication including emails, training opportunities and policy changes among staff. 5. Participates in annual site visits including clinical, administrative, fiscal and participant chart record review. 6. Participates in FP quality improvement activities, as applicable. 7. Provides orientation and in-service training of personnel. Topics to include: <ol style="list-style-type: none"> a. Requirements of reporting child abuse, child molestation, sexual abuse, rape, incest and human trafficking. b. Involving family members in the decision of minors to seek FP services and counseling minors on how to resist being coerced into engaging in sexual activities. c. Cultural competency.

	<ul style="list-style-type: none"> d. Care in compliance with QFP. e. Reproductive life planning/One Key Question®. <p>8. Maintains Title X staff orientation and training records. Ensures all Title X staff complete all required Title X training, including the quarterly Title X training hosted by Iowa HHS.</p> <ul style="list-style-type: none"> a. Training records are reviewed on an annual basis and Iowa HHS will provide technical assistance where necessary. <p>9. Imbeds subcontractor requirements in subcontractor MOU, contracts and interagency agreements.</p> <p>10. Maintains appropriate personnel to fulfill the Title X contract.</p> <p>11. Ensures that all professional health care providers, including CSPs, consulting CSPs and contractors, have signed and agree to follow the Title X Clinical Manual and have completed the required training, as appropriate.</p> <p>12. Ensures professional health care providers are in compliance with state licensing requirements and regulations.</p> <p>13. Oversees the client satisfaction survey implementation and execution.</p> <p>14. Ensures Title X services are performed under the direction of a CSP with special training or experience in FP.</p> <p>15. Ensures that monthly Title X data is being inputted correctly in the FP database.</p>
<p>Ensure clinic(s) provide clients with the option of a broad range of FDA approved contraceptive methods and information with an emphasis on long acting, reversible contraceptive methods, along with related services on a voluntary basis. Provide core FP services of contraception, STI/HIV testing, treatment and referral, pregnancy testing and counseling; achieving pregnancy and basic infertility care; and preconception health with related preventive health services including breast and cervical cancer screening. All services are voluntary and confidential.</p>	<p>Is familiar with and complies with the following:</p> <ul style="list-style-type: none"> 1. State Family Planning Program (FPP) Requirements 2. QFP Document and eLearning File 3. US Medical Eligibility Criteria (US MEC) for Contraceptive Use 4. US Selected Practice Recommendations (US SPR) for Contraceptive Use, 2016 5. CDC STD Treatment Guidelines 6. CDC HIV Testing and Prevention Guidelines 7. Related ASCCP, ACOG, USPSTF Recommendations 8. 340B and State Pharmacy Laws and Regulations 9. CLIA Laws and Regulations 10. HIPAA Laws and Regulations

Ensures policy of nondiscrimination.	
Education and counseling services regarding FP, FP methods, child spacing, infertility, sterilization, nutrition, STIs, HIV/AIDS, adolescent counseling and other related health issues, as outlined in the Title X manual.	<ol style="list-style-type: none"> 1. Ensures Limited English Proficiency (LEP) services. 2. Ensures client-centered counseling
Prioritize care for low income clients, those at 100% of Federal Poverty Level (FPL) and below, and adolescent clients and all persons with reproductive abilities who are 19 years of age or younger.	<ol style="list-style-type: none"> 1. Updates and reviews annually a sliding fee scale based on the most recent FPL guidelines. 2. Completes a cost setting activity (i.e., cost analysis) that informs the fees presented in the sliding fee scale every three years, as requested by Iowa HHS.
Provide for follow-up and referral services, including referral services for pregnant clients.	<ol style="list-style-type: none"> 1. Maintains list of referral sites and updates accordingly.
Revenue management activities that ensure billing and full clinical reimbursements are realized.	<ol style="list-style-type: none"> 1. Ensures implementation of safeguards for confidentiality and release of client health information.

Fiscal

Responsibility	Activities
Comply with all applicable Iowa HHS Title X regulations, Iowa HHS policies and procedures, any applicable fiscal or administrative policies, in addition to laws and regulations of the state or federal government, including client's confidentiality and privacy.	<ol style="list-style-type: none"> 1. Follows Title X Administrative Manual as it relates to fiscal policies. 2. Performs a cost analysis every project period (more or less) for Title X FP services or as requested. 3. In conjunction with the Coordinator/Director creates a sliding fee scale based on the most recent FPL guidelines and updates annually. 4. Documentation of client income aligns with Title X requirements. 5. Documentation that clients whose documented income is at or below 100% of the FPL must not be charged for FP services. 6. Documentation of schedule of discounts for clients with incomes between 101% and 250% of FPL. 7. Full charge for clients with income above 250% of FPL. 8. Maintains documentation and records of all income and expenditures. 9. Participates in the Title X fiscal review as necessary.

<p>Adhere to contract budget and effectively manage cost.</p>	<ol style="list-style-type: none"> 1. Submits monthly invoices for reimbursement in IowaGrants. 2. Shows financial contribution of funds from local, regional, grant, client, Medicaid or other third party revenue. State FP funding cannot be the sole funder of any FP program.
<p>Utilization of program income from client fee collections and donations are used for FP purposes only.</p>	<ol style="list-style-type: none"> 1. Maintains policy for aging accounts.
<p>Revenue management activities that ensure billing and full clinical reimbursements are realized.</p>	<ol style="list-style-type: none"> 1. Documentation that a third party authorized or obligated to pay for a service is billed accordingly. 2. Documentation that private and public insurance are billed. 3. Documentation of client donations and policy that client donations are not coerced.

Data Support

Responsibility	Activities
<p>Compilation of Title X clinical visit data necessary for the data required for the Family Planning Annual Report (FPAR). Includes data collected in the data system and supplemental data.</p>	<ol style="list-style-type: none"> 1. Collects and provides data monthly no later than the 12th business day of each month. 2. Works with Iowa HHS staff to resolve outstanding issues with data for data cleaning in the FP data system. 3. Reviews monthly QA Dashboard data reports (Title X data system and periodic email from the department) to ensure the data that is reflected is accurate.

Clinical Staff

Responsibility	Activities
<p>Oversight of ongoing FP clinical services, which includes nursing and medical services. All services and operations, including services and operations provided by SRs, are provided in accordance with the laws and regulations of the state governments, Title X requirements and regulations, Iowa HHS clinical and administrative policies and procedures, and prevailing medical and nursing standards of care.</p>	<ol style="list-style-type: none"> 1. Ensure professional health care providers are in compliance with state and federal licensing requirements and regulations. <ol style="list-style-type: none"> a. Licenses of applicants for positions requiring licensure are verified prior to employment and documentation of licenses is kept current. 2. CSPs comply with professional, licensing and if applicable, certifying organizations' policies, standards of

	<p>care, rules and regulations, and continuing education requirements.</p> <p>3. FP services are performed under the direction of a CSP with special training or experience in FP.</p> <p>4. Reads, signs and complies with the clinical manual annually.</p> <p>5. Provides for medical services related to Title X and the effective usage of contraceptive devices and practices, including CSP consultation, examination and prescription, continuing supervision, laboratory examination, contraceptive supplies, as well as necessary referral to other medical facilities when medically indicated, including emergencies.</p> <p>6. Participates in Title X quality improvement activities, clinical site visits and medical record reviews as requested.</p>
<p>Clients are provided the option of a broad range of FDA approved contraceptive methods and information with an emphasis on long acting reversible contraceptive methods, along with related services on a voluntary basis. Provide core FP services of contraception, STI/HIV testing, treatment and referral, pregnancy testing and counseling, achieving pregnancy and basic infertility care, preconception health with related preventive health services including breast and cervical cancer screening. All services are voluntary and confidential. Title X funds may not be used where abortion is a method of FP.</p>	<p>Is familiar with and complies with the following:</p> <ol style="list-style-type: none"> 1. QFP Document and eLearning File 2. US Medical Eligibility Criteria (US MEC) for Contraceptive Use 3. US Selected Practice Recommendations (US SPR) for Contraceptive Use, 2016 4. CDC STD Treatment Guidelines 5. CDC HIV Testing and Prevention Guidelines 6. Related ASCCP, ACOG, USPSTF Recommendations 7. 340B and State Pharmacy Laws and Regulations 8. CLIA Laws and Regulations 9. HIPAA Laws and Regulations
<p>Education and counseling services regarding FP, FP methods, pregnancy spacing, infertility, sterilization, nutrition, STIs, HIV/AIDS, adolescent counseling and other related health issues as outlined in the Iowa HHS Clinical and Administrative manuals.</p>	<ol style="list-style-type: none"> 1. Provides LEP services. 2. Provides client-centered counseling.
<p>Uphold Iowa HHS Title X regulations that all adolescents, regardless of age, must be allowed services and may consent for their FP services. Title X service provision cannot be conditioned on parental consent or notification.</p>	<ol style="list-style-type: none"> 1. Provides counseling that encourages family participation in the decision of minors to seek FP services. 2. Provides counseling to minors on how to resist being coerced into engaging in sexual activities.

<p>Provide for follow-up and referral services, including referral services for pregnant clients.</p>	<ol style="list-style-type: none"> 1. Reports suspected child physical/sexual abuse following state law. 2. Maintains referral list for health care concerns encountered in FP clinical setting, including mental health and social service providers. 3. Maintains system for referral follow-up.
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References	<p>Title X Program Handbook (https://opa.hhs.gov/sites/default/files/2022-08/title-x-program-handbook-july-2022-508-updated.pdf#)</p>
Additional Resources	<p>Colorado Family Planning Administrative Manual – State Funds Only September 2019, 2021</p>