

## A3.2 – STAFF TRAINING & TECHNICAL ASSISTANCE

### Purpose

The purpose of this policy is to describe the Iowa HHS process for ensuring SRs are in compliance with the Title X FP requirements for staff training.

### Policy

Title X staff are any employees that touch the Title X Program. *Refer to the Title X Training Log for required training by position.*

### Procedure

Iowa HHS will ensure each SR has a process for the following:

#### Program Personnel

Iowa HHS Title X's SRs must have approved program personnel policies and procedures.

- SRs are obligated to establish and maintain personnel policies that comply with applicable federal and state requirements.
- Title X staff should be broadly representative of all significant elements of the population to be served and should be sensitive to, and able to effectively collaborate with, the cultural and other characteristics of the client population (42 CFR 59.5 (b)(10)).
- Each SR must provide that FP medical services will be performed under the direction of qualified CSP.

#### Staff Orientation and Training

- Iowa HHS Title X Program will provide orientation on a quarterly basis.
- Iowa HHS Title X Program will work to onboard each new SR and/or staff individually to determine additional training/programmatic needs to support the new SR and/or staff in conjunction with the required Title X training.

All SRs must have an established orientation and training program for all staff, including specific Title X training. It is required that all staff be oriented to Title X.

- Provide time for orientation and in-service training for all project personnel. (42 CFR § 59.5(b)(4))
- Ensure routine training of staff on federal/state requirements for reporting or notification of child abuse, child molestation, sexual abuse, rape, or incest, as well as on human trafficking.
- Ensure routine training on involving family members in the decision of minors to seek family planning services and on counseling minors on how to resist being coerced into engaging in sexual activities.
- Continue training as noted above on an annual basis. In addition, the Office of Population Affairs recommends that Title X recipients provide routine training in accordance with the [RHNTC Federal Title X Training Requirements Job Aid](#)
- All training and continuing education should be documented and readily available upon request and reviewed by Iowa HHS on an annual basis in conjunction with site visit.

### Training Resources

The Reproductive Health National Training Center is supported by the Office of Population Affairs (OPA) targeting FP services and adolescent-centered health training.

- Administrative Training: <https://rhntc.org/>
- Clinical Training: <https://rhntc.org/> and <http://www.ctcfp.org/clinical-training/>
- Relevant training resources are also available in the department training requirements document. For further information contact the Title X Team.
  - Human Trafficking in Iowa. *Reference Human Trafficking policy for additional resources.*
  - Mandatory Reporting in Iowa. *Reference Mandatory Reporting policy for additional resources.*

Date Revised	September 2023
References	Title X Program Handbook, Section 3, Staff Training #1, #2, #3, #4 ( <a href="https://opa.hhs.gov/sites/default/files/2022-08/title-x-program-handbook-july-2022-508-updated.pdf">https://opa.hhs.gov/sites/default/files/2022-08/title-x-program-handbook-july-2022-508-updated.pdf</a> - page=27) 2021 Title X Final Rules 42 CFR § 59.5(b)(4) ( <a href="https://www.ecfr.gov/current/title-42/chapter-I/subchapter-D/part-59/subpart-A/section-59.5">https://www.ecfr.gov/current/title-42/chapter-I/subchapter-D/part-59/subpart-A/section-59.5</a> )
Additional Resources	