

MISSISSIPPI STATE DEPARTMENT OF HEALTH	Topic: <b>Required Title X Family Planning Annual Training</b>
Comprehensive Reproductive Health	Process Owner: Office of Women's Health
Issue Date:	Section: <b>APPENDIX: K</b>
Revision Date: <b>October 10, 2017</b>	Reference:
Last Review Date: January 24, 2017	Section: <span style="float: right;">Page 1 of 3</span>

## **MSDH COMPREHENSIVE REPRODUCTIVE HEALTH Required Title X Family Planning Annual Training**

Family planning staff and sub-recipients are offered the opportunity to attend training programs, particularly Family Planning National Training Centers' training program site. MSDH training programs, and regional quarterly staff meetings of minutes, agendas, sign in sheets and other materials relative to family planning updates are provided once per project period to all family planning staff (health departments and sub-recipients). The orientation includes a review of policies and procedures, discussion of client confidentiality; and requirements for reporting or notification of the following:

- Child Abuse, Child Molestation, Sexual Abuse, Rape or Incest – Public Law 43-21-353 requires any physician, intern, resident, nurse, social worker or any other person who has a reasonable cause to believe that a child is either neglected or abused, based on the statutory definitions, to report that neglect/abuse to the Department of Human Services (DHS). Such report should be made orally, and then in writing. (*Appendix J: Mississippi Mandatory Reporting in current MSDH Standards and Guidelines for Title X Family Planning Services Manual*)
- Human Trafficking – the recruitment, transportation, transfer, harboring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. (*Appendix J: Mandatory Reporting in current MSDH Standards and Guidelines for Title X Family Planning Services Manual*)

Documentation will include sign in sheets, certificates of attendance, minutes, agendas, etc. of Family Planning orientation, required trainings and updates. A listing of titles and dates will be placed on MSDH web site for sub-recipients to utilize to document and assess training needs. MSDH regional/county level staff and sub-recipients will be asked to submit quarterly all training documentation (annual and new) to MSDH Comprehensive Reproductive Health Central Office. It is the responsibility of the regional MCH/FP Coordinator to ensure all funded Title X and/or other staff the agency may require who provide direct services to Family Planning clients (e.g. management support, lab, social workers, health educators, clinicians/providers, nurses and any other relevant staff) document the training title and date of the live, online or archived training on Mandatory Reporting Laws and Federal Anti-Trafficking Laws per the Office of Population Affairs (*Program Requirements for Title X Funded Family Planning Projects Section 9.12*).

By signing this sheet annually, I certify that I:

- 1) Work in the Federal Title X Family Planning (FP) program or provide direct services to FP clients;
- 2) Have attended a face to face, online or archived training on Mandatory Reporting Laws, Federal Anti-Trafficking Laws and/or Mississippi Human Trafficking Laws;
- 3) Will work with the regional MCH/FP Coordinator to complete these trainings yearly.

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“Title X Family Planning Staff Annual Training Sheets” List the Title and Date for Mandatory Reporting/Human Trafficking Trainings for Family Planning Staff Attended. These forms will be reviewed and attached to MSDH webpage for sub-recipients to utilize in appropriately documenting trainings. MSDH staff and sub-recipients must submit on a quarterly basis this information on all training documentations (annual and new) to MSDH CRH central office. This information will also be placed in the contracts with sub-recipients.

**Title X Family Planning Staff Annual Training Sheet**  
**List Title and Date For Mandatory Reporting/Human Trafficking Training(s) Attended:**

1. \_\_\_\_\_  
Training Title Training Date

\_\_\_\_\_  
Employee Signature Print Employee Name Date

Check if new hire Hire Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature Print Supervisor Name Date

2. \_\_\_\_\_  
Training Title Training Date

\_\_\_\_\_  
Employee Signature Print Employee Name Date

Check if new hire Hire Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature Print Supervisor Name Date

3. \_\_\_\_\_  
Training Title Training Date

\_\_\_\_\_  
Employee Signature Print Employee Name Date

Check if new hire Hire Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature Print Supervisor Name Date

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“Title X Family Planning Staff Annual Training Sheets” List the Title and Date for Family Planning Updates and Trainings Attended. These forms will be utilized and attached to the MSDH webpage for sub-recipients to utilize in order to appropriately document trainings. MSDH staff and sub-recipients will be asked on a quarterly basis to send in all training documentations (annual and new). This information is also listed in the contracts with sub-recipients.

**List The Title And Date For Family Planning Updates And Trainings Attended:**

1. \_\_\_\_\_ Date \_\_\_\_\_  
Training Title Training

\_\_\_\_\_  
Employee Signature      Print Employee Name      Date

Check if new hire      Hire Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature      Print Supervisor Name      Date

2. \_\_\_\_\_ Date \_\_\_\_\_  
Training Title Training

\_\_\_\_\_  
Employee Signature      Print Employee Name      Date

Check if new hire      Hire Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature      Print Supervisor Name      Date

3. \_\_\_\_\_ Date \_\_\_\_\_  
Training Title Training

\_\_\_\_\_  
Employee Signature      Print Employee Name      Date

Check if new hire      Hire Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature      Print Supervisor Name      Date

<b>Mississippi State Department of Health Comprehensive Reproductive Health Manual 404</b>	<b>Topic: MSDH Comprehensive Reproductive Health/Family Planning Program</b>
<b>Issue Date:</b>	<b>Process Owner: Office of Women's Health</b>
<b>Revision Number: 1 Revision Date: October 11, 2017</b>	<b>Section: 1.0</b>
<b>Last Review Date: January 24, 2017</b>	<b>Page 2 of 5</b>

The fundamental belief underlying the MSDH Comprehensive Reproductive Health Family Planning Program is that every pregnancy should be a planned and wanted one. The guiding principle of the Program is that all men and women should be able to have the number of children they want, when they want to have them. Consistent with this principle are the following expectations:

- Services are provided by health departments, private providers and sub-recipients' staff at no charge to all clients that are at or below 100 percent of the federal poverty level (low-income family) except to the extent that payment will be made by a third party (including a government agency) which is authorized to or is under legal obligation to pay this charge. No one is denied family planning services because of the inability to pay and priority is given to individuals who are below 250% of the federal poverty level. Charges will be made for services to persons other than those from low-income families in accordance with a schedule of discounts based on ability to pay, except that charges to persons from families whose annual income exceeds 250 percent of the levels set forth in the most recent Poverty Guidelines issued pursuant to 42 U.S.C. 9902(2) will be made in accordance with a schedule of fees designed to recover the reasonable cost of providing services.
- Services are provided to individuals regardless of religion, race, color, national origin, disabling condition, age, sex, number of pregnancies, or marital status.
- Family planning counseling includes all methods of contraception and is conducted in a supportive and non-coercive manner that protects the dignity of the individual.
- Counseling specifically includes information on the prevention of HIV/AIDS and other sexually transmitted infections.
- Adolescents are specifically provided counseling on abstinence and resisting sexual coercion and encouragement of parental involvement.
- Health care providers from both the public and private sectors work in partnership to address the reproductive health and family planning issues within their community.
- Community members are consulted in the design and implementation of the local family planning and reproductive health program.

#### **Needs Assessment**

The MSDH Family Planning program conducts a needs assessment prior to applying for a competitive grant award. The needs assessment documents the need for family planning services for persons in the service area and should include:

- A description of the geographic area;
- A demographic description;
- A description of existing services;
- Need indicators;
- Resources;