



1.4.9 CHANGES IN SERVICE SITE INFORMATION OR SERVICES PROVIDED

POLICY:

In order to maintain an accurate record of current Title X service sites, the ND FPP must provide notice to the Office of Population Affairs (OPA) of any deletions, additions, or changes to the name, location, street address and email, services provided on-site, and contact information for Title X grantees and service sites. This database will also be used to verify eligibility for 340B program registration and recertification.

Subrecipients must notify the ND FPP state office in writing (e-mail is acceptable) of any change in service site information or services provided to their family planning program.

PROCEDURE:

Change in scope which occurs when the recipient proposes changes to project's objectives, aims, or purposes identified in the approved application, such as changing the service area; applying a new technology; adding or eliminating a service delivery site; or making budget changes that cause a project to change substantially from what was originally approved.

Examples of changes to the ND FPP service site information or services provided are:

- Change in clinic or satellite clinic hours
- Change in clinic or satellite clinic location
- Closure or addition of clinic or satellite clinic
- Change in service site staff, such as director or clinicians
- Discontinuation of the family planning program
- Significant change in services provided (e.g., offering vaginal ring rather than implant)

The [Title X Family Planning Change in Scope Worksheet](#) helps identify elements for clinic closures, new clinics, or other programmatic changes which may require a request for a change in scope to the current Title X family planning project. Subrecipients must complete the change in scope worksheet and submit to the state office. The state office will notify OPA and OGM of the closure or addition of clinic or satellite clinic.

If the contract for the family planning program is terminated, the ND FPP state office and the subrecipient shall negotiate a plan for:

- Notification of clients and options for continued care
- Disposition and protection of but not limited to financial and medical records, supplies or equipment

RESOURCES:

Title X Program Handbook

<https://opa.hhs.gov/sites/default/files/2022-08/title-x-program-handbook-july-2022-508-updated.pdf>

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