



## 1.8.7 ND FPP DATA SYSTEM / CLIENT VISIT RECORD (CVR)

### POLICY:

Annual submission of the Family Planning Annual Report (FPAR) is required of all Title X family planning services grantees for purposes of monitoring and reporting program performance. FPAR data are presented in summary form, which protects the confidentiality of individuals who receive Title X-funded services.

This annual reporting requirement is for family planning services delivery projects authorized and funded under the Population Research and Voluntary Family Planning Programs (Section 1001 of Title X of the Public Health Service Act, 42 United States Code [USC] 300; 42 CFR Part 59).

Information from the FPAR is important to OPA for several reasons:

- FPAR data are used to monitor compliance with [statutory requirements, regulations, and operational guidance](#).
- OPA uses FPAR data to comply with accountability and federal performance requirements for Title X family planning funds as required by the 1993 Government Performance and Results Act (GPRA).
- The program relies on FPAR data to monitor performance, guide strategic and financial planning, and to respond to inquiries from policymakers and Congress about the program. For more background and a listing of past FPARs, please see [Family Planning Annual Reports](#).

### PROCEDURE:

A CVR form must be completed for any client qualifying for a family planning visit. Subrecipients must use the Ahlers & Associates data system to report required client statistics by the 15<sup>th</sup> of each month.

CVR's must be coded in accordance with the instructions in the "North Dakota Family Planning Data System Manual". Components of the Ahlers manual are based on the current FPAR forms and instructions and cannot be modified.

Subrecipients are encouraged to participate in annual revisions to the CVR form and suggest clarification of other manual components.

Accountability reports can be produced monthly by subrecipient agencies, which identify errors in the data submitted. Errors must be corrected according to the instructions in the "North Dakota Family Planning Data System Manual."

Service site staff should know the importance of accurate CVR data entry.

The **subrecipient** CVR responsibilities include:

- Collection of demographic data, services provided and laboratory data on each client
- Check data for accuracy and submit monthly by the 15<sup>th</sup> of each month



- Review the monthly list of CVRs with errors (rejections), correct the entries and resubmit the visit with your next transmission.
- Be aware of the capability of collecting of statistical information for the service site (unduplicated users, quality assurance measures, contraceptive use, labs completed, etc.)

The **ND FPP state staff** responsibilities include:

- Monitor and manage a contract with a data management system for services, updates and maintenance of data programs and reports
- Maintain the statewide database with the capability to retrieve statistics by agency
- Monitor CVR data entry (financial and clinical) for accuracy at triennial site reviews
- Provide delegate agencies with annual information that is service site specific

#### **RESOURCES:**

[Family Planning Annual Report \(FPAR\) | HHS Office of Population Affairs](#)

[Family Planning Annual Report Forms and Instructions | HHS Office of Population Affairs](#)

[FPAR 2.0 Frequently Asked Questions | HHS Office of Population Affairs](#)

[Understanding FPAR Definitions: What is a Family Planning Encounter and Who is a Family Planning User? Job Aid | Reproductive Health National Training Center \(rhntc.org\)](#)

Ahlers CVR manual

<https://www.hhs.nd.gov/sites/www/files/documents/DOH%20Legacy/Family%20Planning/Grantees/References/NDmanual.pdf>

Ahlers CVR form 2024

<https://www.hhs.nd.gov/sites/www/files/documents/DOH%20Legacy/Family%20Planning/Grantees/Forms/ND%20XXII%2005.24.pdf>

<https://opa.hhs.gov/sites/default/files/2022-07/title-x-program-handbook-july-2022-508.pdf>