



## INTRODUCTION

The Title X Family Planning Program (Title X) was established in 1970 when Congress enacted Title X of the Public Health Service (PHS) Act and is the only domestic federal program dedicated solely to family planning and related preventive health services. It is administered by the Office of Population Affairs (OPA) within the Office of the Assistant Secretary for Health (OASH) in the United States Department of Health and Human Services (HHS) and implemented through competitively awarded grants to a diverse network of public and private nonprofit health and community-based clinics.

All recipients must comply with the expectations regarding the provision of family planning services that can be found in the statute (Title X of the Public Health Service Act, 42 U.S.C. § 300 et seq.), the implementing regulations (42 CFR Part 59, Subpart A), and any applicable legislative mandates, and are expected to comply with additional program guidance. In addition, sterilization of clients as part of the Title X program must be consistent with 42 CFR Part 50, Subpart B (“Sterilization of Persons in Federally Assisted Family Planning Projects”).

- [Title X - Population Research and Voluntary Family Planning Programs \(hhs.gov\)](#)
- [eCFR :: 42 CFR Part 59 Subpart A -- Project Grants for Family Planning Services](#)
- [eCFR :: 42 CFR Part 50 -- Policies of General Applicability](#)

Providing Quality Family Planning Services: Recommendations of CDC and the U.S. Office of Population Affairs (QFP) provide clinical recommendations for how to provide family planning services in a manner that is consistent with the best available scientific evidence and medical practice.

- [Providing Quality Family Planning Services \(hhs.gov\)](#)
- [Update: Providing Quality Family Planning Services — Recommendations from CDC and the U.S. Office of Population Affairs, 2015 | MMWR](#)
- [Update: Providing Quality Family Planning Services — Recommendations from CDC and the U.S. Office of Population Affairs, 2017 | MMWR](#)

The North Dakota Family Planning Program (ND FPP) Policy and Procedures (P & P) manual has been based on the Federal guidelines for Title X programs from 1980, 2001, 2014, 2019 and 2021. Policies were developed to meet the requirements of key priorities, advances in technology, and medical recommendations. The manual is available on the ND FPP website for subrecipients and service sites access.

In 2019-2020, the ND FPP P & manual underwent revisions to include:

- Realignment of all policies to adapt to the 2014 Title X guidelines and 2019 OPA Program Review Tool
- Compliance with 2019 Title X Final Rule



- Correlate with National Family Planning and Reproductive Health Association (NFPRHA) recommendations for developing and maintaining policies

In 2022, the ND FPP P & P manual review and updates included:

- Compliance with 2021 Title X Final Rule [2021 Title X Final Rule | HHS Office of Population Affairs](#)
- Title X Program Handbook (July 2022) [Title X Program Handbook\\_FINAL.pdf](#)
- Dobbs v. Jackson Women’s Health Organization U.S. Supreme Court Decision: Impact on Title X Program [Dobbs v. Jackson Women's Health Organization U.S. Supreme Court Decision: Impact on Title X Program \(govdelivery.com\)](#)

In 2024, the ND FPP P & P manual review and updates included:

- Policies and procedures created, updated or revised to meet compliance with federal review conducted the week of April 29, 2024
- New policy 6.3 Acknowledgement of Federal Grant Support
- Table of Contents updated to include additional policies subrecipients must have at a local level

#### **Policy Statement:**

ND FPP P & P are developed and maintained in a uniform manner to ensure information is current, accurate, relevant, understandable, and accessible.

The ND FPP P & P manual is available online and assures that all staff members can utilize the hyperlinks included to review any correlating information provided in the manual.

#### **Purpose of the P & P manual:**

- Provide guidance to individuals who carry out the work of the organization.
- Ensure activities and operations are compliant with local, state and federal regulations and laws governing operations.
- Mission to support the mission of the ND FPP Title X program: **Assisting women and men to understand and take responsibility for their reproductive health through education, counseling, and medical services.**
- Create or update supplementary materials (e.g., forms, documentation requirements, electronic health record (EHR) required information that can be used for template development) used in the provision of all Title X required services.

#### **Policies format:**

- Categories **(1 – 6)** align with the headings from the 2019 OPA Program Review tool. Additional policies for any category will use the category number followed by a period and further numbering.



## North Dakota Family Planning Program Policy and Procedure Manual

- Policy or Procedure statements reflect Federal Rules, Regulations and Bills (example (42 CFR 59.5(a)(5)) when applicable.
- Individual policies will have numeric page numbers as needed. This will allow future changes to a policy without having to renumber an entire category and allow future policies to be inserted into relevant categories.
- Procedure statements provide steps that agencies will follow for providing all aspects of administrative, financial, patient care, quality assurance and community outreach services.
- Policies include hyperlinks and/or references used for policy development, applicable forms or correlating policies and/or protocols.
- All updated and approved policies will be posted in a non-editable PDF format on the ND FPP website.

### **Required local agency policies:**

- Subrecipients must develop certain policies to reflect the individual agency components of care. The use of umbrella agency policies (e.g., local public health units) is acceptable. Formatting of these policies does not have to follow the ND FPP formatting.
- Local agency policies and procedures should be readily available for all staff members in either digital or written format.
- Subrecipients are responsible for archiving local policies for their site.

### **Policy Maintenance:**

The ND FPP P & P Committee will review and revise the manual yearly or as needed based on:

- Federal/state/local regulation changes
- New clinical guidance
- Staff feedback
- Patient feedback

All agency staff are encouraged to make recommendations for policies and procedures. The P & P Update Form can be used to elicit staff questions, comments, requests for policy revisions or clarification and request feedback.

A description of key changes made to each policy and procedure will be documented and distributed to users at the time of implementation.

### **Archiving of Policies:**

It is the policy of ND FPP to preserve and maintain records as required by law and to destroy them when appropriate.

- Archiving outdated policies ensures:
  - compliance with current federal and state laws and regulations;
  - reduces the risk of accidental destruction of records earlier than intended;
  - facilitate operations by promoting efficiency in retrieving records; and



North Dakota Family Planning Program  
Policy and Procedure Manual

- frees up valuable storage space with destruction of outdated documents.

ND FPP will maintain an electronic repository to store State P & Ps that are no longer in effect.

- All reviews and edits will be recorded and tracked in the state H: drive and/or Teams site
- Outdated P & Ps and related documents to be moved to the P & P archive. Related documents may include: title pages, outdated forms, referenced materials, authorizing signature page, training materials, training documentation, memos and audit reports.