

Family Planning Timeline for Deliverables Grant Year 2020-2021

Documentation MUST be submitted electronically to:

gwilson@wyhc.org and rjohnston@wyhc.org
Unless otherwise indicated

Hard copies should be kept in the delegate agency office and available upon request for program site visits/audits.

First Quarter 4/1/2020-6/30/2020

Due July 31, 2020

E&R Report for April-May-June	
Board Minutes for the quarter April-May-June	
Community Education Report	send to srichardson@wyhc.org
Staff Training Report - WHC Mandatory Training completed annually (list attached)	
Service Delivery Meeting	Via Zoom meeting platform
Peer Review Audit - results kept at agency	6/15/2020
Clinical Manual Review - Staff and Medical Director - documentation kept at agency	
Statement of Understanding - completed by all staff (non-agency personnel forms must be completed and kept at agency)	
Training Needs Assessment Survey	
340B Recertification - Pharmacy Inventory per agency 340B policy - documentation kept at agency	May or June 2020

Second Quarter 7/1/2020-9/30/2020**Due October 30, 2020**

E&R Report for July-August-September	
Board Minutes for the quarter July-August-September	
Community Education Report	send to srichardson@wyhc.org
Staff Training Report	
Service Delivery Meeting - mode of delivery and date to be announced	
Peer Review Audit - documentation kept at agency	
Medical Chart Audit - Substance Abuse Screening (≥ 95% is year 2 goal)	
Financial Audit/Balance Sheet/Balance Sheet/ P&L statement	
Copy of all insurances (Medical liability and commercial policies)	
Revised Budget (if needed)	
Work Plan Progress Report for first 6 months (First and Second quarters) of the grant year	
<i>Title X non-competing grant application</i>	Due November 15,2020

Third Quarter 10/1/2020-12/31/2020**Due January 29, 2021**

E&R Report for October-November-December	
Board Minutes for the quarter October-November-December	
Community Education Report	send to srichardson@wyhc.org
Staff Training Report	
Service Delivery Meeting - mode of delivery and date to be announced	
Peer Review Audit - documentation kept at agency	
FPAR and FTE Report	
License verification (For all medical staff)	

E&R Report for January-February-March	Due April 15, 2021	
Board Minutes for the quarter January-February-March		
Community Education Report	send to srichardson@wyhc.org	
Staff Training Report		
Service Delivery Meeting - mode of delivery and date to be announced		
Peer Review Audit - documentation kept at agency		
Medical Chart Audit - Reproductive Life Planning (≥ 90% is year 2 goal)		
Client Satisfaction Surveys		
Final Work Plan Progress Report	Due May 15, 2021	

Periodically, OPA will ask for extra documentation. We will make every effort to allow you time to respond to their requests and help however we can.

WHC Title X Mandatory Training

Department of Health & Human Services and Family Planning National Training Center

It is recommended to create an account at <https://www.fpntc.org>. Saving resources and training will allow you to track your training, receive CE Credits and avoid repeating courses that are repeated within different areas. These are required by all employees that provide Title X Services as indicated below. Please document all training.

Title X Orientation *(for new employees)*

[Title X Orientation: Program Requirements for Title X Funded Family Planning Projects eLearning](#)

[Title X Program Requirements](#)

[Title X FAQs](#)

QFP *(all staff reviewed per grant cycle and as needed)*

[Putting the QFP into Practice Series Toolkit](#)

Adolescent Services (Family Participation) *(all staff)*

[Adolescent Services](#) Complete [Featured Resources](#)

Mandatory Reporting *(all staff)*

[Trauma-Informed Mandatory Child Abuse Reporting in a Family Planning Setting Video](#)

[Wyoming Laws](#) See Rape and Sexual Assault Crime Definitions, Consent and Mandatory Reporting

Human Trafficking *(all staff)*

[Human Trafficking in The Family Planning Setting Webinar](#)

[Wyoming Human Trafficking](#)

Sexual Health History Taking/Sexual Risk Avoidance *(for all staff that perform this function)*

[Sexual History Guide](#)

[Chlamydia Screening Toolkit](#)

[Risk Assessment, Education & Counseling for Men in Reproductive Health eLearning](#)

[LGBTQ Mini Module Videos](#)

Reproductive Life Planning *(for all staff that perform this function)*

[Preconception Counseling Checklist](#)

[Client-Centered Reproductive Goals & Counseling Flow Chart](#)

Fertility Awareness Based Methods *(for all staff that perform this function)*

[Fertility Apps: A New Approach to FABMs Webinar](#)

[Understanding and Counseling Potential Users on FABM for Pregnancy Prevention Webinar](#)

[Birth Control Methods Chart](#)

Pregnancy Test Counseling *(for all staff that perform this function)*

[Preconception Counseling Checklist](#)

[Putting the QFP into Practice Series: Pregnancy Testing and Counseling eLearning](#)

[CFR 42](#)

[Title X 2019 FAQs](#)

(also listed in Title X Orientation section above)

Substance Abuse Screening *(for all staff that perform this function)*

[Substance Use & Family Planning Webinar Part 1](#)

[Substance Use & Family Planning Webinar Part 2](#)

[Substance Use & Family Planning Webinar Part 3](#)

Compliance with Statutory Program Integrity Requirements

[Compliance with Statutory Program Integrity Requirements](#)

Reviewed 6/2020