

## FAQs: Title X/Family Planning Training Requirements (September 19, 2016)

**Suggestion:** Use the web browser Microsoft Internet Explorer (IE) when viewing or listening to any of the trainings. Please be patient as large archived recordings **may take some time to load**. If problems occur, contact the local IT staff. By using IE, employees should have fewer issues when printing certificates as proof the training has been completed.

### 1) Who is responsible for assuring Title X/Family Planning (FP) staff, staff paid with Title X funds and/or other employees the agency may require who provide direct services to FP clients have taken the required courses?

The Local Health Director or designated staff is responsible for assuring these training requirements are met and may carry out that responsibility however she/he chooses. This component will be monitored by the Regional Women's Health Nurse Consultants during future monitoring site visits. *The trainings and employees are defined in number 2 below.*

### 2) Who should take the required Title X trainings?

FP staff, staff paid with Title X funds and/or other employees the agency may require who provide direct services to FP clients are required to complete the stated 2015 **AND** 2016 training requirements on the website at <http://whb.ncpublichealth.com/provPart/training.htm>, see Heading **Required Title X/Family Planning Trainings:**

- YEARLY Mandatory Reporting of Child Abuse and Neglect 2015-2016 Webinar (MR),
- YEARLY Human Trafficking in the FP Setting Webinar (HT) and the
- One-time only *Title X Orientation: Program Requirements for Title X Funded Family Planning Projects* training.

1. **By November 30, 2016, CURRENT Family Planning staff, NEW Family Planning staff since May 1, 2014, staff paid with Title X funds and/or other employees the agency may require who provide direct services to FP clients are required** to take the updated federal Title X Orientation training. For further details, visit the WHB's Training page at <http://whb.ncpublichealth.com/provPart/training.htm>, click Required Title X/FP Trainings heading, click the Title X Orientation heading & read the Title X Orientation sections below it.

2. **Within the first 30 days of employment, NEW staff must view the Human Trafficking in the FP Setting (HT) recording and handouts and complete other tasks to comply with the federal Title X program's training requirement in North Carolina.** For further details, visit the WHB's Training page at <http://whb.ncpublichealth.com/provPart/training.htm>, click Required Title X/FP Trainings heading, click the HT heading & read the HT sections below it.

**As of June 24, 2016, CURRENT FP staff, staff paid with Title X funds and/or other employees the agency may require who provide direct services to FP clients were required to review the handouts ONLY and completed other tasks for the Human Trafficking in the FP Setting Webinar to comply with the 2015 AND 2016 federal Title X program's training requirement in North Carolina (NC).** For further details, visit the WHB's Training page at <http://whb.ncpublichealth.com/provPart/training.htm>, click Required Title X/FP Trainings heading, click the Human Trafficking (HT) heading & read the HT sections below it.

3. The Mandatory Reporting of Child Abuse & Neglect 2015-2016 Webinar requirements are listed as follows. **As of June 24, 2016, NEW and CURRENT FP staff, staff paid with Title X funds and/or other employees the agency may require who provide direct services to FP clients were required to take the Mandatory Reporting of Child Abuse and Neglect 2015-2016 Webinar to comply with the 2015 AND 2016 federal Title X program's training requirement in North Carolina (NC).** For further details, visit the WHB's Training page at <http://whb.ncpublichealth.com/provPart/training.htm>, click Required Title X/FP Trainings heading, click the MR heading & read the MR sections below it.

**Beginning June 27, 2016, NEW FP staff, staff paid with Title X funds and/or other employees the agency may require who provide direct services to FP clients are required to take the Mandatory Reporting of Child Abuse and Neglect 2015-2016 Webinar within the first 30 days of employment to comply with the 2015 AND 2016 federal Title X program's training requirement in North Carolina (NC).** For further details, visit the WHB's Training page at <http://whb.ncpublichealth.com/provPart/training.htm>, click Required Title X/FP Trainings heading, click the MR heading & read the MR sections below it.

**3) We have a person who does not provide direct patient care in our FP clinic. If the person is paid with Title X funds does the person need to complete all trainings?**

Maybe. Any employee who has **any** kind of contact (not just provision of direct patient care) with the FP client **must** take the trainings. *Please also refer to Question 2.* Examples of other employees include eligibility workers; management support staff that answer the phone and may have the opportunity for questions to be asked of them; finance intake workers, etc.

The Medical Director is another important individual who **must** take the trainings and **may not** have direct patient care. Since this person is responsible for signing and reviewing FP clinical policies, he/she **must** take the trainings.

While the Health Director may or may not be paid with Title X funding, he/she **should** consider taking these trainings. These trainings provide an excellent foundation in knowledge on some very sensitive and important issues surrounding state and federal reporting laws as well as Title X background information.

Additionally, G.S. 90-21.20 identifies that a physician or administrator of a health care facility must report to law enforcement a) certain injuries and illnesses that may have been caused by criminal acts and b) recurrent illness or serious physical injury to a child under age 18, if the illness or injury appears to be due to nonaccidental trauma.

**4) What do I email or fax to Mary Rodgers at the Women's Health Branch (WHB)?**

**As of June 24, 2016, CURRENT** FP staff, staff paid with Title X funds and/or other employees the agency may require who provide direct services to FP clients were required to email (preferred) [Mary.Rodgers@dhhs.nc.gov](mailto:Mary.Rodgers@dhhs.nc.gov) or fax (919-870-4827) the completed PAPER roster (all columns of requested information) for the Mandatory Reporting of Child Abuse and Neglect 2015-2016 Webinar. The PAPER roster should be sent when additional names & information are added. **No other documentation is sent to Mary Rodgers.**

**For NEW employees**, the NC ONLINE roster/survey for the Human Trafficking in the FP Setting Webinar must be completed **within the first 30 days of employment**. Mary Rodgers will receive your information electronically. The link is at the WHB's Training page at <http://whb.ncpublichealth.com/provPart/training.htm>, click Required Title X/FP Trainings heading and sections below it.

**5) What items must be in the employee's education or personnel file located in the Title X agency and available to federal, state and regional Title X staff?**

Certificates should be the a) one time only *Title X Orientation: Program Requirements for Title X Funded Family Planning Projects*, b) yearly Title X approved Human Trafficking and c) yearly Title X approved Mandatory Reporting of Child Abuse and Neglect trainings. This information should be reflected in the agency's policy.

**6) How should these trainings and reporting requirements be documented in agency policy?**

They would be best documented as two separate policies. a) In regards to training, the agency must have a policy stating that the *Title X Orientation: Program Requirements for Title X Funded Family Planning Projects* and in-services training will be provided for all project personnel. In this policy, it must state all new hires will take the *Title X Orientation: Program Requirements for Title X Funded Family Planning Projects* training as well as the Mandatory Reporting and the Human Trafficking Webinars within one month of hiring date. The policy must also identify the requirement for CURRENT employees to complete the yearly training requirements for the most recent Mandatory Reporting Webinar and the current Human Trafficking webinars.

b) In regards to reporting requirements, the agency must have written policies for reporting or notification of child abuse, child molestation, sexual abuse, and rape or incest. The agency must also have a policy in place to ensure that all health care providers recognize the signs and symptoms of child abuse, child molestation, sexual abuse, rape or incest, as well as human trafficking. This policy must also include a plan on how they will comply with state requirements regarding notification or reporting of child abuse, child molestation, sexual abuse, rape, or incest. See Program Requirements for Title X Funded FP Projects Section 9.12.

**7) A NEW employee is unsure if she has completed the required Title X trainings through her previous employer, what should the new employee do?**

It is the new employee's responsibility to provide all certificates (*Title X Orientation: Program Requirements for Title X Funded Family Planning Projects*, the most current Mandatory Reporting & most current Human Trafficking) to the supervisor to file *within the first month of employment*. The employee will obtain these certificates from the previous employer OR complete these trainings *during the first month with the new employer*. They are located at <http://whb.ncpublichealth.com/provPart/training.htm>, click Required Title X/FP Trainings heading and sections below it.

**8) How long is an agency required to keep records of the 3 Title X Trainings for the yearly Mandatory Reporting of Child Abuse & Neglect, yearly Human Trafficking in the Family Planning Setting and one-time only Title X Orientation: Program Requirements for Title X Funded Family Planning Projects, including staff who are no longer with the agency?**

An agency is required to keep records of the YEARLY Mandatory Reporting of Child Abuse & Neglect AND the YEARLY Human Trafficking in the Family Planning Setting and the one-time only Title X Orientation: Program Requirements for Title X Funded Family Planning Projects training for 3 years. *It is the responsibility of the employee to keep and take a copy of these training records to new employment at a Title X agency.*

**9) Why must Title X employees complete these training requirements?**

These OPA training requirements are **not new**. To fully adhere to N.C. Mandatory Reporting and Federal Human Trafficking laws, OPA has tightened potential loopholes to assure support of the Title X program in Washington DC, so states can continue to receive federal funds. The recent OPA initiative is mainly due to recorded stings of Planned Parenthoods that accepted Title X funds. You may view the recordings at <http://liveaction.org/traffick> .

**10) Can any Anti-Trafficking or Human Trafficking Training or Mandatory Reporting of Child Abuse & Neglect Training meet the required Office of Population Affairs (OPA)/Title X/FP Training Requirement?**

Probably not. These trainings should be OPA/Title X/FP approved trainings which will be based upon federal laws and specifically address Title X program guidelines.

**11) How long does each of the trainings take?**

The Mandatory Reporting of Child Abuse & Neglect 2015-2016 Webinar is 2 hours. Employees can meet as a group and listen to the webinar while following along with handouts. Afterwards, each person goes to a computer, completes the evaluation and downloads the nursing CE certificate as proof of completion to be placed in their education or another designated file located at the Title X agency.

In 2013, the FP National Training Centers (<http://www.fpntc.org/>) provided the Human Trafficking in the FP Setting Webinar (dated June 25, 2013) that is approximately 1.5 hours. NEW FP staff must take the most current webinar.

The one-time only *Title X Orientation: Program Requirements for Title X Funded Family Planning Projects* training's length will vary because it is self-paced.

**12) Which trainings can be taken as a group versus individually?**

The archived Mandatory Reporting of Child Abuse and Neglect 2015-2016 and the Human Trafficking in the Family Planning (dated June 25, 2013) Webinars may be viewed individually or as a group; however, each person must complete the roster, evaluation and download their N.C. Certificates of Completion.

**13) What are the computer requirements to view the Title X Orientation: Program Requirements for Title X Funded Family Planning Projects training?**

- A computer with an internet connection
- Adobe Acrobat Reader
- A monitor with a minimum resolution of 800 x 600, and thousands of colors.
- If employees have any questions, consult the local IT/computer staff for assistance.