

Family Planning/Title X Required Yearly Training Sheet

(As of July 8, 2011)

It is the responsibility of the Local Health Director to have all funded Title X staff (e.g. management support, lab, social workers, health educators, clinicians/providers, nurses and any other staff) document the training title and date of the live, online or archived training about Mandatory Reporting Laws and Federal Anti-Trafficking Laws per the Office of Population Affairs (*OPA Program Instruction Series, OPA 11-01 Title X Grantee Compliance with Grant Requirements and Applicable Federal and State Law, including State Reporting Laws; found at <http://www.hhs.gov/opa/pdf/opa-11-01-program-instruction-re-compliance.pdf>*). Noncompliance with these laws may result in disallowance of Title X funds, or suspension or termination of the Title X grant award to North Carolina.

By signing this sheet yearly I certify that I:

- 1) work in the Federal Title X/Family Planning program.
- 2) have attended a yearly land, online or archived training about Mandatory Reporting Laws and Federal Anti-Trafficking Laws.
- 3) will work with the Local Health Director to complete these trainings yearly.
- 4) understand that noncompliance with these laws may result in disallowance of Title X funds, or suspension or termination of the Title X grant award to North Carolina.

By signing this sheet, I certify that I:

have viewed at least one-time only the online "Title X Orientation" training based upon my role in providing Title X/Family Planning services. The online training with credit is located at http://centerforhealthtraining.org/calendar/onlinetrainings/ot_txor.html

By October 1, 2011, I (CURRENT Family Planning employee) have attended or have viewed the archived Mandatory Reporting of Child Abuse and Neglect Webinar on November 3, 2010, the Anti-Trafficking Training approved by the WHB and Title X and the online Title X Orientation training.

As of October 3, 2011, I (NEW Family Planning employee) within one month of my hire date will complete these or future required approved Title X trainings to meet federal and state requirements.

Training Title and Date:

1. **Mandatory Reporting of Child Abuse and Neglect Webinar, November 3, 2010 or archived training of the webinar by the NC WHB.** If you have previously seen the live or archived webinar, complete the following information.

Employee Signature	Print Employee Name	Date
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Supervisor Signature	Print Supervisor Name	Date
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2. **Please provide the Training Title and Date of the 2011 Anti-Trafficking Webinar or archived training of the webinar by Cicatelli Associates, Inc. or another approved Title X provider.**

Title	Date
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Employee Signature	Print Employee Name	Date
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Supervisor Signature	Print Supervisor Name	Date
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3. **For one-time only, take the online "Title X Orientation" with credit at http://centerforhealthtraining.org/calendar/onlinetrainings/ot_txor.html .** If you have previously seen the live or archived webinar, complete the following information.

Employee Signature	Print Employee Name	Date
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Supervisor Signature	Print Supervisor Name	Date
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2012 Training Title and Date of Mandatory Reporting and Anti-Trafficking Training(s):

1. _____
 Title Date

Employee Signature	Print Employee Name	Date
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Check box if new hire and list hiring date. _____

Supervisor Signature	Print Supervisor Name	Date
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2. _____
 Title Date

Employee Signature	Print Employee Name	Date
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Check box if new hire and list hiring date. _____

Supervisor Signature	Print Supervisor Name	Date
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2013 Training Title and Date of Mandatory Reporting and Anti-Trafficking Training(s):

1. _____
 Title Date

Employee Signature	Print Employee Name	Date
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Check box if new hire and list hiring date. _____

Supervisor Signature	Print Supervisor Name	Date
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2. _____
 Title Date

Employee Signature	Print Employee Name	Date
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Check box if new hire and list hiring date. _____

Supervisor Signature	Print Supervisor Name	Date
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2014 Training Title and Date of Mandatory Reporting and Anti-Trafficking Training(s):

1. _____
Title _____ Date _____

Employee Signature _____ Print Employee Name _____ Date _____

Check box if new hire and list hiring date. _____

Supervisor Signature _____ Print Supervisor Name _____ Date _____

2. _____
Title _____ Date _____

Employee Signature _____ Print Employee Name _____ Date _____

Check box if new hire and list hiring date. _____

Supervisor Signature _____ Print Supervisor Name _____ Date _____

2015 Training Title and Date of Mandatory Reporting and Anti-Trafficking Training(s):

1. _____
Title _____ Date _____

Employee Signature _____ Print Employee Name _____ Date _____

Check box if new hire and list hiring date. _____

Supervisor Signature _____ Print Supervisor Name _____ Date _____

2. _____
Title _____ Date _____

Employee Signature _____ Print Employee Name _____ Date _____

Check box if new hire and list hiring date. _____

Supervisor Signature _____ Print Supervisor Name _____ Date _____

2016 Training Title and Date of Mandatory Reporting and Anti-Trafficking Training(s):

1. _____
Title _____ Date _____

Employee Signature _____ Print Employee Name _____ Date _____

Check box if new hire and list hiring date. _____

Supervisor Signature _____ Print Supervisor Name _____ Date _____

2. _____
Title _____ Date _____

Employee Signature _____ Print Employee Name _____ Date _____

Check box if new hire and list hiring date. _____

Supervisor Signature _____ Print Supervisor Name _____ Date _____

2017 Training Title and Date of Mandatory Reporting and Anti-Trafficking Training(s):

1. _____
Title _____ Date _____

Employee Signature _____ Print Employee Name _____ Date _____

Check box if new hire and list hiring date. _____

Supervisor Signature _____ Print Supervisor Name _____ Date _____

2. _____
Title _____ Date _____

Employee Signature _____ Print Employee Name _____ Date _____

Check box if new hire and list hiring date. _____

Supervisor Signature _____ Print Supervisor Name _____ Date _____

Justification of Family Planning/Title X Required Yearly Training

The Office of Population Affairs (OPA) requires **all Title X staff (e.g. management support, lab, social workers, health educators, clinicians/providers, nurses and any other staff) funded by the Federal Title X/Family Planning program** to:

- 1) receive yearly training regarding North Carolina Mandatory Reporting Laws and Federal Anti-Trafficking Laws.
- 2) maintain a personnel or education file located at the local health department or other Title X agency documenting training attendance and understanding of North Carolina reporting laws and the Federal Anti-Trafficking laws with yearly signatures of employee and supervisor.
- 3) review the personnel or education file located at the local health department or other Title X agency yearly to document signatures and compliance with said trainings. The regional Women's Health Nurse Consultant, another Women's Health Branch (WHB)/NC Division of Public Health employee and Federal Title X staff will review at any time all or some of the training documentation in the Title X staff personnel or education file located at the local health department or other Title X agency to assure compliance with federal laws and state guidelines.

The North Carolina WHB supports these federal laws.

1) In the Family Planning Manual, there is a requirement for new staff to receive orientation training outlined in Policy 5.1. Title X projects must provide for the orientation and in-service training of all project personnel. Documentation of continuing education should be maintained and used in evaluating the scope and effectiveness of the staff training program.

2) On June 15, 2011, the local health directors approved the following change. The Agreement Addendum contract with local health departments will require the Local Health Director to:

a. develop a policy stating all staff (e.g. management support, lab, social workers, health educators, clinicians/providers, nurses and any other staff) funded by Title X funds will be required to sign a document yearly confirming attendance at a live, online or archived WHB, Title X Region IV or an approved Title X Mandatory Reporting and Anti-Trafficking training.

b. place in each Title X staff personnel or education file a document confirming the title and date of the live, online or archived trainings attended yearly. The personnel or education file will be located at the local health department or another Title X agency.

c. review yearly the Mandatory Reporting documentation of all staff funded by Title X funds in the personnel or education file located at the local health department or another Title X agency. The regional Women's Health Nurse Consultant, another WHB/NC Division of Public Health employee and Federal Title X staff will review at any time all or some of the training documentation in the Title X staff personnel or education file to assure compliance.

d. complete the national Title X Orientation online training with or without credit one-time only at http://centerforhealthtraining.org/calendar/onlinetrainings/ot_txor.html . The Women's Health Regional Nurse Consultant or other Branch staff will meet with new local staff to provide regional and state Title X orientation to support the agency's Title X orientation process.

3. Per the FY 2011-2012 Clinical Review Tool implemented in sub-recipient monitorings the WHB Regional Nurse Consultants:

a. will review policies on Mandatory Reporting laws on child abuse, trafficking and adolescent services.

b. will assure a mechanism is 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. (OPA Program Instruction Series, OPA 11-01 Title X Grantee Compliance with Grant Requirements and Applicable Federal and State Law, including State Reporting Laws; found at <http://www.hhs.gov/opa/pdf/opa-11-01-program-instruction-re-compliance.pdf>)

By October 1, 2011, all CURRENT staff funded by the Federal Title X/Family Planning program in North Carolina will:

1) receive a Mandatory Reporting Laws and Federal Anti-Trafficking Laws training via live, online or archived trainings by the WHB, Title X Region IV or an approved Title X Mandatory Reporting and Anti-Trafficking Training per the Office of Population Affairs, Title X/Family Planning Program (*OPA Program Instruction Series, OPA 11-01 Title X Grantee Compliance with Grant Requirements and Applicable Federal and State Law, including State Reporting Laws; found at <http://www.hhs.gov/opa/pdf/opa-11-01-program-instruction-re-compliance.pdf>*). Noncompliance with these laws may result in disallowance of Title X funds, or suspension or termination of the Title X grant award to North Carolina.

2) maintain a personnel or education file located at the local health department or another Title X agency documenting attendance (e.g. training certificate) and understanding of North Carolina reporting laws and the Federal Anti-Trafficking laws with yearly signatures of employee and supervisor.

3) make these personnel or education files available to state and federal reviewers when requested.

4) complete the national Title X Orientation online training with or without credit one-time only at http://centerforhealthtraining.org/calendar/onlinetrainings/ot_txor.html . The Women's Health Regional Nurse Consultant or other Branch staff will meet with new local staff to provide regional and state Title X orientation to support the agency's Title X orientation process.

As of October 3, 2011, within one month of hire date all NEW staff funded by the Federal Title X/Family Planning program in North Carolina will:

1) receive a Mandatory Reporting Laws and Federal Anti-Trafficking Laws training via live, online or archived trainings by the WHB, Title X Region IV or an approved Title X Mandatory Reporting and Anti-Trafficking Training per the Office of Population Affairs, Title X/Family Planning Program (*OPA Program Instruction Series, OPA 11-01 Title X Grantee Compliance with Grant Requirements and Applicable Federal and State Law, including State Reporting Laws; found at <http://www.hhs.gov/opa/pdf/opa-11-01-program-instruction-re-compliance.pdf>*). Noncompliance with these laws may result in disallowance of Title X funds, or suspension or termination of the Title X grant award to North Carolina.

2) maintain a personnel or education file located at the local health department or other Title X agency documenting attendance (e.g. training certificate) and understanding of North Carolina reporting laws and the Federal Anti-Trafficking laws with yearly signatures of employee and supervisor.

3) make these personnel or education files available to state and federal reviewers at any time.

4) complete the national Title X Orientation online training with or without credit one-time only at http://centerforhealthtraining.org/calendar/onlinetrainings/ot_txor.html . The Women's Health Regional Nurse Consultant or other Branch staff will meet with new local staff to provide regional and state Title X orientation to support the agency's Title X orientation process.