

FAQs: 3 Title X/Family Planning Training Requirements (August 29, 2011)

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, staff should have fewer issues when printing certificates as proof the training has been completed.

1) What are the computer requirements to view the Title X Orientation 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 staff have any questions, consult the local IT/computer staff for assistance.

2) 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/Family Planning Training Requirement?

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

3) Who should take the 3 required Title X trainings?

Current staff paid with Title X funds and/or staff that provides direct service to Title X clients must complete the 3 required Title X trainings by October 1, 2011. New staff must complete the 3 requirements within their one month hiring date beginning October 3, 2011 and beyond.

4) Who is responsible for assuring Title X staff or staff working with family planning patients have taken the 3 required courses by October 1, 2011 and thereafter for new staff?

The Local Health Director or designated staff is responsible for assuring these 3 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.

5) 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 3 trainings?

Yes. Any staff person (contract, full-time, part-time) paid with Title X funds or providing direct services paid by Title X funds will need to complete all 3 trainings; for example, eligibility workers, financial/budget officers, pharmacists, MD & other clinicians, management support, social workers, nurses, health educators etc.

6) How long does each of the 3 trainings take?

The Mandatory Reporting...Webinar is 1.5 hours. It is ONLY an audio recording with handouts staff can download. Staff 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 continuing education (CE) certificate as proof of completion to be placed in their personnel, education or some other file located at the Title X agency.

The Human Trafficking Webinar is 1.5 hours. It is on September 8, 2011, 12 – 1:30 pm. As of August 25, 2011, Ciatelli Associates Inc. closed registration for the "Human Trafficking: A Family Planning Perspective Webinar." Registration has exceeded the number of available phone connections. Instructions to meet the training requirement by October 1, 2011, will be emailed to the Health Directors, Nursing Directors, FP Nurse Coordinators and Social Workers.

The online Title X Orientation training is different. Each person will need to complete the individualized training on a computer, so each person can download their certificate after receiving a 70% or better score on a post-test. Some lessons target different staff, see the attached Title X Orientation sheet. Depending upon the number of lessons a person takes the length could be from 1.5 hours to 4 hours (estimate). The certificate is proof of completion to be placed in their personnel, education or some other file located at the Title X agency.

7) From the 3 required Title X trainings I need to complete by October 1, 2011, what am I supposed to send to Mary G. Rodgers at the Women's Health Branch?

Staff who need to complete the archived 11-3-2010 "Mandatory Reporting of Child Abuse and Neglect Webinar" requirements by October 1, 2011, should email/scan or fax Mary Rodgers the completed copy of the "Public Health Nursing and Professional Development Educational Activity Roster" from the web link <http://whb.ncpublichealth.com/provPart/training.htm> . Staff may fax the document to 919-870-4827 "ATTN: Mary Rodgers" OR may email/scan document to Mary.Rodgers@dhhs.nc.gov . It is each staff person's responsibility to confirm receipt of fax or email with Mary Rodgers. The roster is required for CE credit and is the reason for sending to Mary Rodgers.

As of October 3, 2011, new staff members funded by the Title X program will need to complete the archived course within one month of their hiring date and fax or email the roster to Mary Rodgers. It is their responsibility to confirm receipt of fax or email with Mary Rodgers. The roster is required for CE credit and is the reason for sending to Mary Rodgers.

If staff previously attended the live 11-3-2010 "Mandatory Reporting of Child Abuse and Neglect Webinar" or completed the archived version of the 11-3-2010 "Mandatory Reporting of Child Abuse and Neglect Webinar" between December 6, 2010 and April 5, 2011, staff ONLY need to place their certificate in a personnel, education or another file at the Title X agency to fulfill continuing education requirements through October 1, 2011.

- *Mary Rodgers does not need the Cicatelli Associates Inc. Roster sheet.*
- If staff members cannot locate their certificate, they will need to listen to the archived training, complete the online evaluation and download a certificate to fulfill the federal requirements.

8) Which trainings can we take as a group versus which ones must be taken individually?

a) The Title X Orientation must be taken individually. Identification of which lessons should be taken is based upon the employee's job role(s). Each employee needs to print their certificate(s).

b) The Mandatory Reporting webinar may be heard in a group setting, but each employee will need to visit the WHB web link below to download their certificate.

For the Mandatory Reporting Webinar, visit <http://whb.ncpublichealth.com/provPart/training.htm> , click "Required Title X/Family Planning Trainings" and click "Mandatory Reporting of Child Abuse & Neglect". Have staff sign the Roster sheet and listen to the online webinar. Each person will need to visit the web site and click "Evaluation and Certificate" to complete the evaluation. Each employee will click the certificate link at the end of the evaluation to download the certificate and place the certificate in their personnel, training or some other file located at the Title X agency.

c) The Human Trafficking Webinar on Sept. 8, 2011 should be heard as a group. The archived *audio* session can be heard as a group or individually. As of August 25, 2011, Cicatelli Associates Inc. closed registration for the webinar. Registration has exceeded the number of available phone connections. Instructions to meet the training requirement by October 1, 2011, will be emailed to the Health Directors, Nursing Directors, FP Nurse Coordinators and Social Workers.

9) If staff has reviewed and has a staff roster from the archived Mandatory Reporting CD after April 5, 2011 (refers to question 7 above), will they still need to complete the online evaluation and print a CE certificate at the website <http://whb.ncpublichealth.com/provPart/training.htm> ?
Yes. The certificate, not the roster, proves the training process was completed.

10) Why must Title X staff complete these 3 training requirements?

These OPA training requirements are **not new**. To fully adhere to federal Mandatory Reporting and Human Trafficking laws, OPA is tightening 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> .