

Title X Orientation Training Summary

(July 5, 2011)

What are Lessons 1-6?

Lesson 1 – Administering Title X Grants is intended for use by administrators. Other staff can go straight to Lesson 2.

Lesson 2 – The National Family Planning (FP) Program, its importance and basic governing principles are discussed in this lesson for ALL staff members who work in Title X/FP program.

Lesson 3 – This lesson describes Title X Guidelines and is for ALL staff members who work in Title X/FP program.

Lesson 4 – The Medical Record lesson is for ALL staff members who work in Title X/FP program.

Lesson 5 – The Client Education and Clinical Services lesson is for staff members who work in-depth with clients, such as educators, medical assistants and clinicians, although all interested staff can view it.

Lesson 6 – This lesson is **for supervisors only** to guide them in helping staff to get the most from the local FP program orientation.

Who Should Take Lessons 1-6?

State-Level Administrators or Project Directors

These employees should take Lessons 1-6 since there are administrative implications in every part of the guidelines.

Any Other Staff or Volunteer Working in a Family Planning Clinic

Any other staff or volunteer should take Lessons 2-4 since it covers information that every person needs to know.

Clinician, Health Educator or Other Staff Who Has More In-depth Contact With Clients

These staff should take Lessons 2-5 since it explores exactly how the guidelines play out in one-on-one interactions with clients.

Supervisors

Supervisors should take Lesson 6 first and proceed to Lessons 1-5 to learn how to use this orientation to facilitate your new staff orientation as well as ongoing staff development for your team.

2 Post-tests and Certificate of Completion

There are **two post-tests**: one for Lessons 2-4, and one for Lesson 5. If you want to receive a certificate of completion for either of these, you will have the opportunity to do so online after completing the appropriate lessons in this training.

If you answer 70% or more of the questions correctly, you will automatically receive a certificate online. If you do not answer 70% or more of the questions correctly, you need to retake the post-test until passed. The certificate is proof of completion to be placed in their personnel, education or some other file located at the Title X agency.

How long will it take to complete these lessons?

Depending upon the number of lessons a person takes the lessons could be from 1.5 hours to 4 hours (estimate).