



North Carolina Department of Health and Human Services
Division of Public Health – Women's & Children's Health Section
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Michael F. Easley, Governor

Carmen Hooker Odom, Secretary

April 27, 2007

To: Health Directors
Title X Family Planning Providers

Attention: Directors of Nursing and Family Planning staff

From: Family Planning and Reproductive Health Unit Supervisor, Sydney Atkinson

Re: Reporting Requirements for Title X Funded Sterilizations.

This memorandum is intended to clarify the reporting requirements for sterilizations, including vasectomies, supported with Title X Family Planning Funds, and other funds, that are "performed" or "arranged for" by local Title X funded agencies. Recommendations on what local agencies can do to meet reporting requirements are also offered.

All local family planning programs that "**perform**" or "**arrange for**" sterilizations funded with Federal Title X (as well as Family Planning Medicaid Waiver, Healthy Mothers/Healthy Children Block Grant transfers, or other federal funds) must report all procedures, including vasectomies, by the end of each calendar year quarter during which a sterilization procedure was performed or arranged for. Sterilization must be reported using Form PHS-6044 (Revised).

The term "**perform**" means to pay for or directly provide the medical procedure itself. A local family planning provider that pays for the procedure(s) with specially allocated Title X sterilization funds, Title X "bonus funds", regular/continuing Title X allocation, Family Planning Medicaid Waiver, or other Federal funding sources noted above, must report the procedure.

Occasionally, local funds are used to pay for sterilizations. The Family Planning and Reproductive Health Unit (FPRHU) recommends that these procedures also be reported if local staff who are actively involved in "**arranging for**" the procedure are funded in part or in full with Title X funds.

The term "**arrange for**" means to make arrangements for the performance of a sterilization on an individual by a health care provider other than the local family planning provider. (NOTE: In North Carolina, very few, if any, local family planning providers perform sterilizations on-site). This involves active participation by local agency staff in the planning or setting up of the procedure, including making the appointment on behalf of the individual client with a designated sterilization provider who has a contractual agreement with the local family planning agency for sterilization services. The local agency should be able to exert some influence or control



over the date of the procedure to meet this definition. **"Arranging for"** may also include paying for services related to the performance of the procedure such as transportation, interpreter services during the informed consent process, and counseling intended to help individuals make an informed decision.

A local agency may meet the reporting requirements under the **"arrange for"** definition, and not pay for the procedures with Federal funds.

This definition does **not** include the mere making of an appointment or a referral with another health care provider by agency staff when an individual has not yet decided upon a sterilization.

Specifically designated Title X funds, as well as additional Title X bonus funds may not always be available to support local sterilizations during any given fiscal year. As a result the FPRHU recommends that all local providers submit a letter each year requesting a waiver from quarterly sterilization reporting. This letter should be submitted at the beginning of the fiscal year or by August 15. A simply worded waiver letter is recommended as follows:

The (name of local health agency) does not currently perform or arrange for sterilizations. However, if the FPRHU provides special Title X sterilization funds to our agency during this fiscal year, we agree to perform and arrange for sterilizations, and report these procedures according to the reporting requirements. By accepting sterilization funds, we effectively rescind our waiver request.

If there are questions regarding this Federal information, please contact your Women's Health Branch Regional Nurse Consultant. PHS-6044 (Revised) Forms may be obtained by calling Cheryl Lambeth at 919-707-5697.

Cc: Kevin Ryan
Joe Holliday
Joy Reed