



**North Carolina Department of Health and Human Services  
Division of Public Health**


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Beverly Eaves Perdue, Governor  
Lanier M. Cansler, Secretary

Jeffrey P. Engel, M.D.  
State Health Director

**MEMORANDUM**

To: Local Health Directors  
Family Planning Staff

From: Joe Holliday, Head  
Women's Health Branch 

Re: Updated family planning program information  
- Pharmacy contract template and consent forms  
- Method specific consent forms and general treatment consent form

Date: June 28, 2010

This memorandum is a further clarification of Title X Family Planning requirements as a result of our August, 2009 Federal Program Review as addressed in my February 5, 2010 memo. **These requirements apply to any health department providing family planning services with Title X dollars.** Because we received the final report after the current Family Planning Agreement Addendum was printed, health departments will not be required to include these requirements in corrective action plans (CAP) until October of 2011. However, we will be providing technical assistance to family planning staff as you prepare to incorporate these requirements into your health department for next fiscal year.

**Pharmacy**

- Any health department or district that either has an agreement with an off-site pharmacist to come into the agency on a regular basis to manage contraceptives for patients or sends patients to a local pharmacy to obtain contraceptives must have a contract or other formal agreement (e.g. memorandum of understanding) in place with those providers. A pharmacy contract template is available to those agencies that do not have on-site pharmacists and can be accessed on our website under "Family Planning Other Forms" at: <http://whb.ncpublichealth.com/provPart/forms.htm>. Health departments are not required to use this template if they choose to use a contract/MOA of their own; however, the contract/MOA must be in accordance with state pharmacy laws and professional practice regulations. Health departments are not required to send a copy of the contract/MOA to the Women's Health Branch but rather have the signed agreement available for monitoring purposes.
- As mentioned in the February 5, 2010 memo, all health departments must have a written protocol, a contract or other relevant documentation in place demonstrating compliance with Federal and state pharmacy laws and each site must maintain a book of current inventory to assure that there are enough drugs and supplies to meet the needs of the population served. This requirement will be included in next



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year's Agreement Addendum and thus will be monitored at that time. In the meantime, the state pharmacist (Denise Perry – 919.795.1678 or [denise.perry@wakegov.com](mailto:denise.perry@wakegov.com)) and regional staff will be available to provide guidance and technical assistance to local staff in working toward this requirement.

- These new requirements were discussed in the Women's Health videoconference that was held on February 25, 2009. If you require assistance from Denise Perry, please note that she will be on vacation until July 7<sup>th</sup>.

#### **Method specific consent forms and general treatment consent form**

- Beginning July 1, 2010 all clients must sign a consent for general treatment before any services are rendered as well as a method specific consent form. These forms are currently on the Women's Health Branch webpage. We will be having these printed and available in the warehouse this summer. We are working on the Spanish versions of these forms, but are not available at this time. We will advise when they are finished and available both on the web and in the warehouse.

As always, if you have any questions regarding the above requirements, please feel free to contact your Regional Women's Health Nurse Consultant.

Cc: Kevin Ryan  
Joy Reed  
Sydney Atkinson  
Cheryl Kovar  
Tricia Parish  
April Privette  
Denise Perry  
Regional Nurse Consultants  
Administrative Consultants

