

# TITLE X SUBRECIPIENT RECRUITMENT PLAN



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# Title X Family Planning Network Recruitment Plan

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## The Need for Family Planning Services in Washington State

In Washington, about 35 percent of all pregnancies and about 22 percent of all births are unintended<sup>1</sup> at the time of conception. Pregnancies begun without planning or intent increase the risk of adverse maternal and child health outcomes and can increase social and economic challenges. Unintended pregnancy is a risk factor for inadequate prenatal care, low birth-weight, and exposure of the fetus to tobacco, alcohol, and other substances. It is also a risk factor for neonatal death, domestic violence, and child abuse, and is associated with economic hardship, and failure to achieve educational and career goals. More than one-third<sup>2</sup> of all unintended pregnancies end in abortion.

Family planning services are about more than contraception. They help individuals freely determine whether or not to have children, and the number and spacing of their children. They include pregnancy testing and counseling, basic infertility services, preconception health services, sexually transmitted disease services, and related preventive health services. Family planning services can be a gateway for accessing comprehensive primary care, either at the same site or through referrals.

## Washington State Department of Health's Family Planning Program

Washington State's Department of Health Family Planning Program works to ensure access to family planning and reproductive health services for the people of Washington State. One of the ways we do this is by administering Washington State's Title X family planning services project. Washington's Title X family planning services project is funded by federal Title X funds and state Title X funds. These are used to support subrecipient Title X projects throughout the state. In addition to Title X, we administer state funding to provide services outside the scope of Title X projects.

All funds are used to increase the availability of family planning services by providing clinical family planning and related preventive health services (information, education, and counseling related to family planning, and referral services as indicated). Clinical family planning includes contraceptive supplies and laboratory services in addition to client visits. We work to reduce the health and social impact of unintended pregnancies and the transmission of sexually transmitted infections. We collaborate with other programs to integrate and expand family planning and sexual and reproductive health services.

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<sup>1</sup> Washington State Department of Health. Perinatal indicators Report for Washington State. DOH 950-153, July 2017 (2014 unintended pregnancy data). [doh.wa.gov/Portals/1/Documents/Pubs/950-153\\_PerinatalIndicatorsforWashingtonResidents.pdf](https://doh.wa.gov/Portals/1/Documents/Pubs/950-153_PerinatalIndicatorsforWashingtonResidents.pdf)

<sup>2</sup> Kost K, *Unintended Pregnancy Rates at the State Level: Estimates for 2010 and Trends Since 2002*, New York: Guttmacher Institute, 2015. [guttmacher.org/report/unintended-pregnancy-rates-state-level-estimates-2010-and-trends-2002](https://www.guttmacher.org/report/unintended-pregnancy-rates-state-level-estimates-2010-and-trends-2002).

## Washington State's Title X Family Planning Network

Washington State's Title X Family Planning Network includes DOH's Family Planning Program and the organizations we contract with to deliver Title X family planning services. Contractors are subrecipients of federal and state funds. They are required to meet all federal Title X requirements and any additional requirements included in Washington's Title X grant application.

Subrecipients remain in the Title X Network as long as they continue to meet contract requirements. They do not need to reapply. This ensures that our network is stable and sustainable. In order to strengthen this network, DOH periodically invites interested organizations that meet eligibility criteria to apply to join the network. The opportunity to join the network parallels the project period of our federal grant. While the length of each project period can vary, it is generally three years. So, in general, if you are not already in our network, you may apply for entry toward the beginning of each new grant project period—usually every three years.

DOH reserves the right to open additional opportunities to join its Title X Network when DOH, at its sole discretion, decides such additional opportunities would result in a more comprehensive, sustainable network.

DOH also reserves the right not to award contracts to potential new subrecipients, if the agency, at its sole discretion, determines that the service areas proposed are already adequately covered, or that contracting would not enhance the operation of the network.

Contracts will be contingent on the availability of funds.

DOH will not pay any of your costs associated with preparing your application.

DOH reserves the right to visit your clinic sites and administrative offices before evaluating your proposal. DOH will include information gathered during these visits when evaluating proposals.

DOH will alert potentially interested organizations about opportunities to join the Title X Network. Potentially interested organizations include local health jurisdictions, federally qualified health centers and look-alikes, rural health centers, and all other organizations that have requested notification. You may request to be notified by contacting Cynthia Harris at 360-236-3401 or [cynthia.harris@doh.wa.gov](mailto:cynthia.harris@doh.wa.gov).

## Screening Criteria

In order for DOH to evaluate your proposal for inclusion in the state's Title X Family Planning Network, your organization **MUST**:

- Be a nonprofit or a governmental/public agency.
- Operate a clinic in Washington State that provides family planning services including a wide range of FDA approved contraceptive methods.

- Provide impartial pregnancy options counseling that includes: prenatal care, infant care, foster care, adoption, and abortion.
- Be using a certified electronic health records system (EHR) that is interoperable and has the ability to capture family planning data within structured fields.
- Have ability to collect and forward data to DOH's Title X data system contractor. This includes the ability to **modify your EHR** to automatically interface with the Ahlers system and your willingness to hand-enter data until this modification has been implemented. Such modifications must be made in a timely manner. See the [DOH Clinic Visit Record \(CVR\) manual](#) for more information about the required data.
- Have contracts with both private and public insurers and willingness to facilitate enrollment of clients into private insurance and Medicaid.

Applicants who do not meet these qualifications may be rejected as non-responsive. DOH will not evaluate any application that is rejected as non-responsive.

## Required Elements

### **Letter of submittal signed by person authorized to execute contracts for your organization.**

The letter of submittal must be on your organization's letterhead and include:

- Your organization's name, address, and main phone number.
- The phone number and email of the person we should contact if we have questions.
- Your organization's federal employer ID number and Washington State uniform business identification (UBI) number.
- The date of your most recent financial audit.
- Statements that your organization:
  - A. Is a nonprofit organization or government/public agency
  - B. Has not had a contract terminated for default in the last five years, or a description of each incident with full details of the terms for default, including the other party's name, address, and phone number. (Termination for default is notice to stop performance due to non-performance or poor performance.)
  - C. Operates a clinic (or clinics) in Washington State that provides family planning services including a wide range of FDA approved contraceptive methods.
  - D. Has the will and ability to comply with all Title X requirements (see DOH Family Planning Manual).
  - E. Provides impartial pregnancy options counseling that includes: prenatal care, infant care, foster care, adoption, and abortion.
  - F. Is using a certified electronic health records (EHR) system that is interoperable. Include the name of your EHR system. Tell us how your organization uses your system to:
    - Schedule clinic visits
    - Collect patient information

- Display test results
  - Collect information from clinicians about each client visit, including allowing clinicians to enter medical orders and prescriptions
  - Assist clinicians in making decisions
  - Bill insurance companies and clients
- G. Has contracts with both private and public insurers and willingness to assist enrollment of clients into private insurance and Medicaid.
- H. Has the ability to collect and forward data required by U.S. Public Health Service, Region X, to the current contractor (Ahlers and Associates).

### **Organizational Qualifications**

Describe your organization's qualifications. Tell us about your:

1. Mission, history and range of services including experience providing family planning services.
2. Staffing pattern and structure for program management.
3. History receiving public funding including compliance with public funding reporting requirements and compliance with terms and conditions of award.
4. Ability to assist clients to enroll in appropriate insurance, including whether this assistance is available on site at clinic sites. Include ability to report on numbers of clients assisted and enrolled. If you do not currently provide this service, describe your plan to provide it and estimated dates for implementation.
5. Capacity to carry out your proposed project. Include the number and type of FTE you will include in your Title X project. Describe your Title X project's training and supervisory structure. Describe your administrative and clinical services.

#### **Related requirements not counted in page limit (see required forms and attachments):**

- Organizational chart of your proposed Title X Project (Attachment 1)

### **Unmet Need in Areas You Propose To Serve**

Describe the geographic areas you propose to serve and the need for publicly funded family planning those areas have. Tell us which counties, or parts of counties, you plan to serve. For each area (county level or smaller) describe the:

1. High priority populations and target areas in need of family planning services
2. Barriers to clients seeking family planning services
3. Resulting unmet family planning needs

### **Clinic Management—Title X Medical Director**

1. What is your Title X Project Medical Director's relationship with your proposed Title X project? How will they be involved with your proposed project?
2. Describe your Title X Project Medical Director's special training and experience with family planning.

#### **Related requirements not counted in page limit:**

- Contacts, authorized signatures, service area, and estimated clients form (Attachment 2)

**Clinic Management—Service sites**

1. Describe your proposed Title X project service site (or sites).
2. Describe your proposed project's accessibility of services and facilities including how the location and hours of service meet the needs of your service area; how you make sure your client's language and cultural needs are met; and all other aspects of making sure your services are accessible to everyone who might need them.

**Related requirements not counted in page limit:**

- Title X project service site information form (Attachment 3)

**Clinic Management—Policies, Procedures, and Protocols:**

Describe your:

1. Process for developing, approving and updating protocols.
2. Policies and procedures about mandatory reporting laws, including human trafficking.
3. Policies and procedures about your system for maintaining medical records, including confidentiality, release of records, and record retention.
4. Policies and procedures about neutral, factual, nondirective counseling, and referrals for pregnancy options. These must include:
  - A. Prenatal care and delivery
  - B. Infant care, foster care, or adoption
  - C. Abortion
5. Policy about counseling minors on how to resist sexual coercion.
6. Policy encouraging, to the extent possible, minors to involve family members in their decisions.
7. Policy that clearly indicates that your Title X project will not include abortion as a method of family planning. This policy should also describe how any of your organization's programs that provide abortion will be kept separate from your Title X project. (You must be able to demonstrate clear separation in your financial and timekeeping systems.)

**Clinic Management—Training**

Describe how you will make sure all of your Title X project staff receives orientation and in-service training on:

1. Federal and state requirements for reporting or notification of child abuse, child molestation, sexual abuse, rape, and incest.
2. Identifying and responding to potential human trafficking.
3. Counseling minors on how to resist sexual coercion.
4. Encouraging, to the extent possible, minors to involve family members in their decisions.
5. The other policies and procedures of your organization.

**Clinic Management—Client Services**

Describe the services that will be included inside your Title X project. How you will provide:

1. Required Title X family planning and sexual health services.
2. Contraceptive supplies and other sexual health medications at each site.
3. Laboratory services, including the name of your reference laboratory.
4. HIV testing, referral and any other services provided.
5. Culturally and linguistically appropriate services.
6. Educational and counseling services and provisions to ensure informed consent and confidentiality.
7. Emergency and after-hours coverage.
8. Referral process, including formal referral agreements.
9. Clinical tracking system for follow-up and referral.

**Related requirements not counted in page limit:**

- Services provided at Title X project service sites form (Attachment 4)

### **Community Education and Outreach**

Describe how you will get community participation in your Title X project, how you will educate the community about family planning issues and how you will promote awareness of and access to the services that are inside your Title X project.

Describe your:

1. Information and Education/Advisory Committee structure and its role or function in your Title X project.
2. Process and criteria for evaluating and approving materials.
3. Promotional activities and community education efforts.
4. Process for evaluating the effectiveness of your community education and outreach program.

**Related requirements not counted in page limit:**

- I&E Committee member commitment form (Attachment 5)

### **Program Evaluation and Data Collection**

Describe how you will evaluate the success of your Title X project and how you will collect data that supports that evaluation. Include your:

1. Method for assessing project activities. Include a description of how you evaluate the quality of care provided to clients.
2. Method for assessing client satisfaction.
3. Method for evaluating the job performance of all project personnel.
4. Electronic Health Information Technology systems (EHR and EMR) and capacity for interoperability. Include the name of your system.
5. Plan for submitting Client Visit Record (CVR) data. What data do you already collect, how will you collect the additional data elements, what is your plan for submitting data to the DOH FPP data system?



The DOH FPP data system is run by Ahlers & Associates. You can contact Ahlers at 800-888-1836 or [rich@ahlerssoftware.com](mailto:rich@ahlerssoftware.com) for details on data submission requirements.

## Financial Management

Describe the financial management of your Title X project. As a subrecipient of federal funds you are responsible for managing all aspects of your Title X project according to federal and state requirements. Tell us about your:

1. Accounting System
  - A. Time and effort reporting and how it will allocate salaries and benefits to Title X grant expenditures.
  - B. Ability to track your Title X expenses.
  - C. Ability to track your Title X revenue by funding source across multiple sites.
  - D. Ability to separate your Title X services, supplies, and activities from other services, supplies, and activities, particularly those related to abortions.
2. Billing and Collections
  - A. Overall process and how it meets each element in Section 8.4 of the Program Requirements for Title X Funded Family Planning Projects. (DOH, as the Title X grantee, requires that subrecipients use the client's stated family income level.)
  - B. Client intake process, including an explanation of how often client financial information is updated.
  - C. Agreements with public and private third-party payers.

### Related requirements not counted in page limit:

- Indirect rate or methodology (Attachment 6)
- Plan for allocating costs to your Title X Project (Attachment 7)
- Cost analysis used to develop your Title X project fee schedule (Attachment 8)
- Title X Project income conversion table and fee schedule (Attachment 9)
- List of insurance companies you contract with (Attachment 10)

### List of all required attachments (not counted in page limit)

- Attachment 1: Organizational chart of your proposed Title X Project
- Attachment 2: Contacts, authorized signatures, service area, and estimated clients (on form provided by DOH)
- Attachment 3: Title X project service site information (on form provided by DOH)
- Attachment 4: Services provided at Title X project service sites (on form provided by DOH)
- Attachment 5: I&E Committee member commitment (on form provided by DOH)
- Attachment 6: Indirect rate or methodology
- Attachment 7: Plan for allocating costs to your Title X Project
- Attachment 8: Cost analysis used to develop your Title X project fee schedule

Attachment 9: Title X services income conversion table and fee schedule  
(on form provided by DOH)

Attachment 10: List of insurance companies you have contracts with

DOH provided forms are available at

[www.doh.wa.gov/YouandYourFamily/FamilyPlanning/TitleXRecruitment](http://www.doh.wa.gov/YouandYourFamily/FamilyPlanning/TitleXRecruitment)

## Technical Assistance

DOH's Family Planning Program will answer questions throughout the application period. We will only answer questions that we receive via email to the email address in the How to Submit section below.

All questions and all answers will be posted at

[www.doh.wa.gov/YouandYourFamily/FamilyPlanning/TitleXRecruitment](http://www.doh.wa.gov/YouandYourFamily/FamilyPlanning/TitleXRecruitment).

## Required Formatting

- Your proposal must be no more than 30 pages. Required attachments are NOT counted in this page limit.
- Use 1-inch margins all around.
- Use an easily readable font, such as Arial or Times New Roman.
- Use 12-point font as much as possible (make sure all elements, including tables, charts, and diagrams are easily readable).
- Include a table of contents and page numbers.
- Required attachments 2, 4, 5, and 9 must be on forms provided by DOH.

## How to Submit

- Email application to [cynthia.harris@doh.wa.gov](mailto:cynthia.harris@doh.wa.gov) by midnight on due date. You may also send questions to this email address throughout the application period.
- We will not accept applications any other way.
- We will not review late applications.

## Due Date

Your application is due by midnight on the date specified at

[www.doh.wa.gov/YouandYourFamily/FamilyPlanning/TitleXRecruitment](http://www.doh.wa.gov/YouandYourFamily/FamilyPlanning/TitleXRecruitment).