



Family Planning Program Manual for Oregon

February 2006



Office of Family Health
Oregon Department of Human Services — Public Health

Family Planning Program Manual for Oregon

A publication of the



Office of Family Health
Oregon Department of Human Services – Public Health
800 N.E. Oregon Street
Portland, OR 97232
Phone 971-673-0355
Fax 971-673-0231

Funded in part by the U.S. DHHS Office of Population Affairs

If you need this manual
in an alternate format,
please call (971) 673-0355

Contents

Introduction: “A New and Improved Manual”

Section A: The Oregon Family Planning Program (40 pp)

- A.1: Inside the Oregon Family Planning Program
- A.2: Resources and Contacts
- A.3: Policy, Administration, and Organization
- A.4: Oregon Laws re: Family Planning
- A.5: OMAP/OHP Family Planning Benefits and Billing
- A.6: Purchasing Family Planning Supplies
 - Multnomah County Family Planning Supplies Catalog
- A.7: Resources for Planning and Evaluation

Section B: Federal Title X Regulations and Requirements (114 pp)

- B.1: Program Guidelines for Project Grants for Family Planning Services
 - Attachment A: Population Research and Voluntary Family Planning Programs
 - Attachment B: Title X Family Planning Program Regulations
 - Attachment C: Sterilization Law
 - Attachment D: Regional Office Program Consultants Resource List
- B.2: Title X Program Priorities
- B.3: Title X Abortion Restrictions
- B.4: Sterilization Regulations
 - Consent Forms (English and Spanish)
 - Sterilization Record Reporting Form
- B.5: Infertility Services
- B.6: Other Requirements
- B.7: Application and Funding
 - Family Planning Funding Formula
 - Family Planning Program Elements
 - Revenue and Expenditure Report Form
- B.8: Fee Collection
 - Sliding Fee Scale: Service and Supply Discount Schedules
- B.9: Reporting Requirements
- B.10: Agency Reviews
 - Family Planning Program Review Tool
 - Family Planning Records Review Tool
 - Region X IPP/Family Planning Chart Audit Tool

Contents (cont'd)

| | |
|---|---------|
| Section C: Oregon FPEP Program Manual | (30 pp) |
| Section D: Oregon Clinic Visit Record (CVR) Instruction Manual | (62 pp) |
| Section E: Region X Infertility Prevention Program Guidelines | (16 pp) |
| Section F: Appendices | (18 pp) |
| Appendix 1: Directory of Oregon Family Planning Clinics | |
| Appendix 2: Glossary of Acronyms and Terms | |

Forms

Section A:

| | |
|---|---------------------|
| Multnomah County Family Planning Supplies Catalog | following page A6-2 |
| <i>Sample Order Form/Price List</i> | |
| <i>Sample Invoice</i> | |
| <i>Sample Returns Form</i> | |

Section B:

| | |
|---|----------------------|
| Sterilization Consent Forms (English and Spanish) | following page B4-2 |
| Sterilization Record Reporting Form..... | following page B4-2 |
| Revenue and Expenditure Report Form..... | following page B7-6 |
| Sliding Fee Scale: Service and Supply Discount Schedules..... | B8-4 |
| Family Planning Program Review Tool | following page B10-2 |
| Family Planning Records Review Tool | following page B10-2 |
| Region X IPP/Family Planning Chart Audit Tool | following page B10-2 |

Section C: Oregon FPEP Program Manual

| | |
|---|---------------------|
| Blank FPEP Enrollment Form (English and Spanish)..... | following page C-22 |
| Primary Care Brochure (English and Spanish)..... | following page C-22 |
| Sample Summary of CVR Errors Report..... | following page C-22 |
| Supply Acquisition Cost Worksheet | following page C-22 |

Section D: Oregon CVR Instruction Manual

| | |
|--|---------|
| Sample CVR Form..... | page 10 |
| Project/Site Number Request Form | page 35 |
| Ahlers Web Page Security Application | page 37 |

A New and Improved Manual

This 2005 edition of the *Family Planning Program Manual for Oregon* is designed to serve as a reference and orientation tool for:

- Agencies receiving grants from the Family Planning Program as part of the state's federally funded Title X Program
- Agencies participating in the Family Planning Expansion Project (FPEP)

In many instances, these agencies are identical. Others, however, may be participating only in FPEP. Guidelines for the Oregon Title X Program do not apply to those agencies. Even so, much of the material in this manual can be a useful resource for any agency seeking to provide a high quality family planning program and to understand the statewide system through which Oregonians receive services.

Combining
the New & the
Tried-and-True

In this revision, we've tried to keep all the things you liked about the earlier edition, while at the same time making it more current, convenient, user friendly, and concise.

As in the past, Section B features a complete copy of the *Program Guidelines for Project Grants for Family Planning Services* developed by the Office of Population Affairs, perhaps the most important reference source for Oregon's Title X Program clinics.

Oregon Family Planning
Program Website
<http://www.healthoregon.org/fp>

One difference you'll note: the new manual is designed to work in concert with the Family Planning Program website. A wealth of supplemental materials and tools can now be found there instead of here. The website also features a complete e-version of this manual, which may be downloaded and printed.

The manual also features materials that relate specifically to the Family Planning Program. These include:

- *Oregon FPEP Program Manual*
- *Oregon Clinic Visit Record (CVR) Instruction Manual*
- *Region X Infertility Prevention Program Guidelines*

In the appendices, you'll find

- A current directory of family planning clinics throughout the state,
- A glossary of commonly used acronyms and terms.

As in the past, we'll provide periodic updates to help you keep your Family Planning Program manual current.