

Montana Department of Public Health and Human Services
Public Health and Safety Division
Women's and Men's Health Section
MONTANA TITLE X ASSURANCE OF COMPLIANCE

_____ assures that it will:

(Name of Agency)

- A. Comply with all required entities regarding operation of the Family Planning Services:
- ** Title X Family Planning Program Standards and Guidelines Manual (2006)
 - 45 CFR, Part 74, Administration of Grants (Federal Regulations)
 - 42 CFR, Part 59, Subpart A Project Grants for Family Planning Services;
 - ** Title X Assurance of Compliance
 - Occupational Safety & Health Administration (OSHA)
 - Clinical Laboratories Improvement Amendments (CLIA)
 - Health Insurance Portability & Accountability Act (HIPAA)
- B. Submit applicable portions of the Family Planning Annual Report (FPAR) in accordance with the Department of Health and Human Services (DHHS) Instructions and all other required reports within the time frame set by the Department.
- C. Meet confidentiality requirements of Title X:
- Staff disclosures
 - Client billing
 - Client privacy and the facility
 - Employee records
 - Referrals and follow-up results
 - Reporting abnormal test results
 - Medical records
- D. Not provide abortion services as a method of family planning or use project funds to pay for abortions.
- E. Provide that priority in the provision of services will be given to persons from low income families.
- F. Provide Title X services on a voluntary basis without subjecting individuals to any coercion to accept services or coercion to employ or not employ any particular methods of family planning. Acceptance of services must be solely on a voluntary basis and may not be made a prerequisite to eligibility for, or receipt of, any other service.
- G. Provide services without regard to religion, race, color, national origin, residency/geographic location, disabilities, age, sex, number of pregnancies, or marital status.
- H. Provide that priority in the provision of services will be given to persons from low-income families.
- I. Offer a broad range of acceptable, effective and medically approved family planning methods, including emergency contraception.
- J. Will not require written consent of parents or guardians for the provision of services to minors. Nor can the project notify parents or a guardian before or after a minor has requested and received Title X family planning services.
- K. Provide non-directive, non-judgmental counseling on all pregnancy options.
- L. Encourage family participation in the decision of the minor to seek family planning services.

- M. Provide counseling to minors on how to resist coercive attempts to engage in sexual activities.
- N. Comply with State Law requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape or incest.
- O. Provide assistance to clients with Limited English Proficiency (LEP) to prevent barriers to care.
- P. Maintain medical records in a systematic, complete and confidential manner. Signed informed consent forms must be on file for all treatments and procedures performed.
- Q. Develop and implement written referral procedures for all required services not provided on-site.
- R. Identify and maintain an Information and Education Advisory Committee in Compliance with Federal and State Regulations.
- S. Certify that services named on the Client Visit Record (CVR) have met all required standards set forth in the agreement. Clients must not be denied services or be subjected to any variation in the quality of services because of inability to pay. Title X clients must not be charged a co-pay.
- T. Determine a schedule of discounts and sliding fee scale for family planning services, pursuant to Federal Poverty Levels. The Schedule of Discounts and Sliding Fee Scale must be utilized throughout the fiscal year.
- U. Make reasonable efforts to collect third party reimbursements.
- V. Assure that allowable expenses include only: salary, benefits, travel, operating expenses, supplies, written materials, advertising and contracted services solely for the purpose of providing reproductive health services.
- W. Declare and budget income generated by the project (i.e., Title XIX, private insurance, client payments and other related income) pursuant to Federal and State regulations.
- X. Assure that family planning staff have appropriate licensure, credentials and training to provide clinic services to clients.
- Y. Comply with Section 1352 of P.L. 101-121 which prohibits use of any federal funds to lobby Congress or any Federal Agency in connection with a particular contract, grant, cooperative agreement, or loan.
- Z. Assure that all personnel providing family planning services in each clinic site receive program updates, education and technical assistance as needed.
- AA. Meet all Title X Family Planning Minimum Program and Minimum Reporting Requirements.

Name of Authorized Agent

Signature of Authorized Agent