

4.3 TRAINING AND TECHNICAL ASSISTANCE

Policy: Title X sub-recipients must provide for the orientation and in-service training of all Title X personnel, including the staff of satellite clinics (*42 CFR 59.5(b)(4)*). The training plan must provide for routine training of staff on Federal/State requirements for reporting or notification of child abuse, child molestation, sexual abuse, rape or incest, as well as on human trafficking. The training plan must also provide for routine training on involving family members in the decision of minors to seek family planning services and on counseling minors on how to resist being coerced into engaging in sexual activities.

Procedure:

1. Title X sub-recipient must create a training plan that addresses key components of the Title X program priority areas, Title X Program Requirements, and QFP with all new employees (including satellites), volunteers, and Board Members (see MT TX FP Administrative Manual, Policy 9.10, *Sample Orientation, Education, and Workforce Policy*, and Policy 9.11, *Sample Orientation Checklist and Acknowledgment Statement Policy*).
2. The training plan must review the following and Title X staff must annually sign the Acknowledgment Statement: (for a list of trainings see Policy 9.11, *Sample Orientation Checklist and Acknowledgment Statement*)
 - a. Title X policies and procedures
 - b. Client confidentiality requirements
 - c. Voluntary participation in family planning services
 - d. Receipt of family planning services is not a pre-requisite to receipt of any other services offer by the clinic
 - e. Abortion cannot be a method of family planning
 - f. Any staff that coerces a client to undergo sterilization or an abortion will be prosecuted.
 - g. Mandatory reporting or notification of child abuse, child molestation, sexual abuse, rape or incest, and human trafficking (see MT TX FP Administrative Manual, 2.10, *Mandatory Reporting*)
 - h. Adolescent counseling including: (see MT TX FP Administrative Manual, Policy 8.6.3, *Adolescent Counseling*)
 - i. Family involvement
 - ii. Sexual coercion counseling
 - iii. Minor confidentiality
 - i. Pregnancy Testing and counseling: (see MT TX FP Administrative Manual, Policy 8.8.1, *Pregnancy Diagnosis and Counseling*)
 - i. Prenatal care and delivery
 - ii. Infant care, foster care or adoption
 - iii. Pregnancy termination
 - j. Cultural competency
 - k. Non-discrimination
 - l. WMHS programs including
 - i. IUC Program (see MT TX FP Administrative Manual, Policy 8.7.4, *State IUC Program*)
 - ii. Nexplanon Program (see MT TX FP Administrative Manual, Policy 8.7.5, *State Implant Program*)
 - iii. Sterilization Fund (see MT TX FP Administrative Manual, Policy 8.7.3, *State Sterilization Fund*)
 - iv. Plan First (Montana Medicaid Family Planning Waiver)

Documentation of Staff Training:

1. Documentation of all training and education attended must be kept in an education training log or in the personnel records of employees.
2. Training needs may be met through on-the-job training, webinars, conference calls, workshops, courses, or other training which will provide continuing education.
3. Training workshops are available through the Title X National Training Center. WMHS will conduct an annual needs assessment to determine priority areas for training.
4. Local Title X staff attending trainings should provide information gained during the training event to other staff and satellite clinics as appropriate.