

1.3 TITLE X CLINIC STRUCTURE AND MANAGEMENT

Policy: Each Title X sub-recipient must have a written contract with FPP to ensure the efficient and effective management of human, financial and other resources that is consistent with the Title X Program Requirements and Recommendations for Quality Family Planning (QFP), as well as other applicable requirements (*45 CFR parts 74 and 92*).

Procedure:

1. Title X clinics must be properly organized and incorporated according to appropriate federal and state laws.
2. If a sub-recipient wishes to subcontract any of its responsibilities or services, a written agreement that is consistent with Title X Program Requirements and QFP and approved by the grantee must be maintained by the sub-recipient (*45 CFR parts 74 and 92*).
3. All services purchased for project participants will be authorized by the Title X clinic director or his or her designee on the project staff (*42 CFR 59.5(b)(7)*).
4. The sub-recipient must ensure that services provided through a contract or other similar arrangements are paid for under agreements that include a schedule of rates and payment procedures (*42 CFR 59.5(b)(9)*). The sub-recipient should be prepared to substantiate that these rates are reasonable.
5. Sub-contracts with counties or other organizations must contain the terms and conditions set forth in the Title X contract language, and sent to FPP after signature.
6. Contracts with physicians, pharmacists or nurse practitioners must contain the terms of the model contracts. For approved model contracts contact FPP 444-3609.
7. Sub-recipients must be given an opportunity to participate in the establishment of ongoing grantee policies and guidelines (*42 CFR 59.5 (a) (10)*). This is accomplished through participation in the Montana Family Planning Administrator's (MFPA) conference calls and meetings. Current membership in the association is composed of the director from each program and/or designated alternate, who serves as a representative of the appropriate governing board of the Title X Program (see MT TX FP Administrative Manual, Policy 1.4 *Montana Family Planning Administrators*).