

MONTANA TITLE X FAMILY PLANNING ADMINISTRATIVE MANUAL  
TABLE OF CONTENTS

i	QUICK REFERENCE GUIDE
ii	DEFINITIONS
iii	ACRONYMS & ABBREVIATIONS

**1.0 PROJECT MANAGEMENT AND ADMINISTRATION**

1.1	Manual Purpose and Organization
1.2	DPHHS and State Family Planning Structure and Management
1.3	Title X Clinic Structure and Management
1.4	Montana Family Planning Administrators
1.5	Prohibition of Abortion
1.6	Facilities and Accessibility of Services
1.7	Limited English Proficient Persons
1.8	Emergency Management
1.9	Conflict of Interest
1.10	Request for Proposal
1.11	Standards of Research Activities
1.12	Program Reviews
1.13	Site Visits
1.14	Satellites
1.15	Patient Bill of Rights and Responsibilities
1.16	Resources

**2.0 PROJECT SERVICES AND CLIENTS**

2.1	Definition of Title X Family Planning Services
2.2	Client Eligibility and Priority Populations
2.3	Client Confidentiality
2.4	Client Non-Discrimination
2.5	Client Dignity and Cultural Competency
2.6	Voluntary Participation
2.7	Scope of Family Planning Services
2.8	Changes in Services and Program Structure
2.9	Compliance with Federal Statutes
2.10	Mandatory Reporting
2.11	HIPAA Compliance
2.12	Human Trafficking
2.13	Consents
2.14	Determining the Need for Services
2.15	Client Centered Services
2.16	Diverse Populations
2.17	Lesbian, Gay, Bisexual, Transgendered Individuals
2.18	Adolescent Counseling
2.19	Related Preventive Health Services
2.20	340B Drug Discount Program

**3.0 FINANCIAL MANAGEMENT**

3.1	Financial Management System
3.2	Reasonableness, Allocability, and Allowability of Costs
3.3	Charges, Billing, and Collection
3.4	Determination of Income
3.5	Allocation of Funds
3.6	Title X Budget

MONTANA TITLE X FAMILY PLANNING ADMINISTRATIVE MANUAL  
TABLE OF CONTENTS

3.7	Financial Accountability Statements
3.8	Travel Reimbursement
3.9	Financial Record Retention
3.10	Property Management System
3.11	Fiscal Audits
3.12	Program Related Income
3.13	State Sterilization Fund
3.14	State IUC/Implant Program
<b>4.0</b>	<b>PROJECT PERSONNEL, TRAINING, AND TECHNICAL ASSISTANCE</b>
4.1	Title X Personnel
4.2	Personnel Policies
4.3	Training
4.4	Technical Assistance, Consultation, and Clinic Resource Sharing
4.5	Annual Acknowledgement Statement
<b>5.0</b>	<b>PLANNING AND EVALUATION</b>
5.1	Title X Evaluation Plan
5.2	Pap Test Report
5.3	Internal Medical Audit
5.4	Medical Standards Committee
5.5	Montana Family Planning Data System
<b>6.0</b>	<b>COMMUNITY PARTICIPATION, EDUCATION, AND PROJECT PROMOTION</b>
6.1	Community Participation
6.2	Community Education and Project Promotion
<b>7.0</b>	<b>INFORMATION AND EDUCATION MATERIALS APPROVAL</b>
7.1	Information and Education Committee
7.2	Health Education Approved Documents
7.3	Publication Disclaimer
7.4	Social Media Policy
<b>8.0</b>	<b>SAMPLE POLICIES</b>
8.1	Instructions for Creating Local Policies
8.2	Sample Limited English Proficient Person Policy
8.3	Sample Emergency Operations Plan
8.4	Sample Conflict of Interest Policy
8.5	Sample Mandatory Reporting Policy and Incident Report
8.6	Sample Financial Management System Policy
8.7	Sample Charges, Billing and Collections Policy
8.8	Sample Determination of Income Policy
8.9	Sample Personnel Policy
8.10	Removed – September 2019
8.11	Removed – September 2019
8.12	Removed – September 2019
8.13	Sample Memorandum of Understanding Templates
8.14	Sample Social Media Policy Template
8.15	Sample Human Trafficking Policy
8.16	Sample General Consent Form