

## 5.6 MONTANA FAMILY PLANNING DATA SYSTEM

**Policy:** The Montana Family Planning Data System collects information on numbers and types of clients served. This information is used to complete federal reports and for evaluation and monitoring purposes. The Montana Family Planning Data System was developed in July 1977 to meet data collection needs.

All sub-recipient clinics must be able to transfer client visit records to the Montana Family Planning Data System. If a sub-recipient uses a different data system they must be able to transfer Title X client information into the current system provided by Ahlers and Associates, and be approved by WMHS.

Ahlers and Associates responsibilities include:

1. Receipt and uploading of Client Visit Record (CVR) data in a manner that ensures client confidentiality.
2. Production and printing of monthly processing reports
3. Production and printing of quarterly and annual management reports (including the Family Planning Annual Report (FPAR))
4. Posting data to the Ahlers website ([www.ahlerssoftware.com](http://www.ahlerssoftware.com)) for ad hoc reporting needs.
5. Answering questions and resolving problems about the data system (Ahlers 1-800-888-1836). Additional questions may be referred to the WMHS.

### Procedure:

1. A paper or electronic Clinic Visit Record (CVR) must be completed on each client visit (see MT TX FP Administrative Manual, Policy 2.1 *Definition of Title X Family Planning Services*).
2. CVR's must be coded in accordance with the instructions in the "Montana Family Planning Data System Manual" (see MT TX FP Administrative Manual, Resource 10.15, *Montana Family Planning Data System Manual*).
3. Electronic CVR's must be submitted to Ahlers and Associates by the 10th of each month. Electronic transmission of data via the Internet or diskette is described in the "Montana Family Planning Data System Manual."
4. Reports are produced quarterly, semi-annually, and annually on clients and visits according to age, sex, poverty status, county of residence, race, medical status, services received, nutritional information, birth control method, provider and pregnancy status. Ad hoc reports at the clinic, project and state level may also be created on the Ahlers website.
5. Accountability reports are produced monthly, which identify errors in the data submitted. Errors must be corrected according to the instructions in the "Montana Family Planning Data System Manual." Review of these reports validates the data reported in the Family Planning Annual Report.