

DEFINITIONS

The following is a list of terms used throughout this manual.

TERM	DEFINITION
The Act or Law	Title X of the Public Health Service Act, as amended.
Broad range of contraceptive methods	Title X clinics must offer oral contraceptive pills, including emergency contraception, Depo Provera, the vaginal ring and/or the hormonal patch.
Client Visit Record	Client Visit Records (CVRs) are the “form” that collects all data required for state and federal reporting. All Title X clinics must submit CVR data monthly to the Montana Title X Family Planning database (Ahlers).
Family	A social unit composed of one person, or two or more persons living together, as a household.
Financial Accountability Statement	The Financial Accountability Statement (FAS) is a form documenting all expenses and revenue incurred for Title X clinics. It is submitted monthly by sub-recipients to the Women’s and Men’s Health Section (WMHS) for reimbursement and reporting purposes.
Family Planning Annual Report	The Family Planning Annual Report (FPAR) is submitted by the WMHS to the Office of Population Affairs annually. This report summarizes data collected from the CVR, the FAS and special reports
Low-income family	A family whose total annual income does not exceed 250% of the most recent Federal Poverty Guidelines; also includes members of families who annual family income exceeds this amount, but who, as determined by the TX clinic Director, are unable, for good reason, to pay for family planning services. Unemancipated minors who wish to receive services on a confidential basis must be considered on the basis of their own resources.
Grantee	The entity that receives Title X funding from the Office of Population Affairs (OPA) via a grant and assumes legal and financial responsibility and accountability for the awarded funds and for the performance of the activities approved for funding. The grantee in Montana is the WMHS of the Montana Department of Health and Human Services.
<u>Must</u>	<u>Mandatory or required.</u> Failure to meet this standard equates to the Title X clinic being out of compliance and must be corrected.
Non-profit	Any private agency, institution, or organization for which no part of the entity’s net earnings benefit, or may lawfully benefit, any private stakeholder or individual.

Satellite	A satellite is a clinic which provides Title X family planning services at a site separate from the Title X sub-recipient. There are two types of satellite clinics: 1) Satellites using sub-recipient staff to provide services 2) Satellites using other agency staff to provide services.
Service Site	A clinic or other location where Title X family planning services are provided by the sub-recipient or satellite.
Should	Recommended/best practice. Title X clinic is urged to utilize in order to fulfill the intent of Title X.
Sub-recipient	An entity that provides family planning services with Title X funds under a written agreement from the grantee (WMHS). May also be referred to as a contract agency.
Title X sliding fee scale	A WMHS approved schedule of discounts is required for individuals with family incomes between 101% and 250% of poverty.