1.1 MANUAL PURPOSE AND ORGANIZATION

The Montana Title X Family Planning Administrative Manual has been prepared for use by state and local Title X family planning clinic staff involved in administering the Montana Title X Family Planning Program.

The Department of Health and Human Services (DHHS) publications, Requirements for Title X Funded Family Planning Projects (referred to as Title X Program Requirements) and the Recommendations for Providing Quality Family Planning Services (referred to as QFP), serve as a foundation for the development of this manual. All "musts" will be underlined throughout the manual highlighting Title X requirements. Recommendations will be described as a "should".

Every Title X family planning clinic must have policies and procedures for the internal functioning of the site. This Administrative Manual provides basic policies and procedures which must be expanded to meet the needs of each site (e.g. personnel policies including staffing pattern, job evaluations, etc.). Sample policies provided in this manual may be used where applicable.

The policies and procedures herein are subject to change as new information becomes available. As changes occur and new policies are developed, they will be forwarded for addition to the manual. **The Title X Family Planning Program Director must initial and date when changes to the policies and procedures are reviewed.** If you have any questions about the manual or suggestions for changes that will make it more useful or usable, please contact:

Montana Department of Public Health and Human Services
Family Planning Program
Phone: (406) 444-0983

The policies and procedures contained in this manual are adopted as the operating policies of

_____unless superseded by a local policy.

_____ _____
Title X Family Planning Program Director Date

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