

## 2.8 CHANGES IN SERVICES AND PROGRAM STRUCTURE

**Policy:** Title X clinics will follow its budget and program structure as approved by FPP. These may be amended and updated. (42 CFR 59.4(c)(2))

**Procedure:**

1. The FPP must be notified in writing of any change in the scope of services that includes the following:
  - a. Changes to clinic hours and operations
  - b. Change in clinic location
  - c. Clinic closure
  - d. Change in service site staff, such as director, health educator, front desk and clinical staff
  - e. Significant change in contraceptive formulary (e.g. offering vaginal ring rather than implant)
  - f. Type of service delivery (e.g. a clinic using sub-recipient staff to provide Title X services or satellites using other agency staff to provide Title X services).
  - g. Other significant changes in scope of services
2. Information regarding sub-recipient or satellite clinic closure must be provided in writing to the FPP. The FPP will notify the Office of Population Affairs (OPA) and the Office of Grants Management (OGM) of the change. The following information should be submitted to FPP regarding the clinic closure as appropriate:
  - a. Description of change
  - b. The reason the change is necessary
  - c. The time frame by which the change is occurring
  - d. The number of Title X clients receiving services on the last reported FPAR
  - e. The plan and time frame for transitioning displaced clients
  - f. The plan for client medical records
  - g. The process by which a new service provider will be solicited for the geographic area in need
  - h. The amount of Title X funds were budgeted for the original site
  - i. The amount of Title X funds will be collected back from the site
  - j. How the financial services will be transitioned during the close-down
  - k. The plan for obtaining clinic assets purchased with Title X funds including pharmaceuticals
  - l. The plan for re-directing any Title X funds and resources