

5.1 TITLE X EVALUATION PLAN

Policy: FPP maintains an evaluation plan for the purpose of improving the services offered by Title X clinics which are based on the Title X Program Requirements 8.7 and QFP, published evidence-based literature, and at least two annual needs assessments.

The goal of the Title X Evaluation Plan is to enable family planning clinics to monitor and assess opportunities for improving the quality of care. The Title X Evaluation Plan includes the collection of required data and clinical quality assurance activities.

The impact of Title X family planning clinic services is measured by the FPP performance measures which are reviewed annually. All Title X clinics, including satellites are required to participate and contribute data.

Required Data Collection

Data from three sources (CVRs, FAS', Pap Test Report) is collected for the Family Planning Annual Report (FPAR), the only source of annual, uniform reporting by all Title X family planning grantees. The FPAR provides consistent, national-level data on program users, service providers, utilization of family planning and related preventive health services, and the sources and levels of other revenue that complement Title X funds. Annual submission of the FPAR is required of all Title X grantees, due in mid-February each year. Through data testing and quality assurance reports, the FPP assures the validity of the data reported.

Procedure:

FPP conducts two required annual needs assessments. Additional assessments may be conducted as needed. The two needs assessments include:

1. The FPP Clinic Satisfaction and Training Needs Assessment surveys assess the performance of FPP staff and training needs of Title X clinic staff.
2. Client Satisfaction surveys assess client satisfaction at all Title X clinics. Instructions and survey periods are reviewed annually by FPP. The individual items addressed include:
 - a. Access
 - b. Client/provider interaction
 - c. Appropriateness and acceptability of services
 - d. Client provided with method of choice
 - e. Information given to client

Data for the Title X Evaluation Plan is collected through multiple formats. The data sources and due dates are listed below.

Data Source	Definition/Policy Reference	Due Date(s)
Client Visit Records (CVRs)	Client Visit Records are the “form” that collects all data required for state and federal reporting. All Title X clinics <u>must</u> submit CVR data monthly to the Montana Title X Family Planning database. Data feeds into FPAR (see MT TX FP Administrative Manual Policy 5.6, <i>Montana Family Planning Data System</i>)	10 th of each month
Health Education Work plan	Document community outreach and education, community participation, and project promotion for the project period (see MT TX FP Administrative Manual Policy 6.2, <i>Community Education and Project Promotion</i>).	Quarterly
Community Participation Survey	The survey that provides an opportunity for participation in the development, implementation, and evaluation of the project by persons broadly representative of all significant elements of the population to be served; and by persons in the community knowledgeable about the community’s needs for family planning services	Fall
Client Satisfaction Survey	The survey that documents client experience in local service sites.	Annually
Financial Accountability Statement (FAS)	The Financial Accountability Statement is a form documenting all expenses and revenue incurred for Title X clinics. It is submitted monthly by sub-recipients to the FPP for reimbursement and reporting purposes. Data feeds into FPAR (see MT TX FP Administrative Manual Policy 3.7, <i>Financial Accountability Statement</i>).	25 th of each month
Internal Medical Audit (IMA)	A retrospective chart review that audits standards of clinical practice within the Title X clinic (see MT TX FP Administrative Manual Policy 5.3, <i>Internal Medical Audit</i>).	January 20 th July 20 th
Pap Tests Performed Report	Reports the number of Pap tests performed that had results of ASC or higher. Data feeds into FPAR (see MT TX FP Administrative Manual Policy 5.2, <i>Pap Test Report</i>).	January 20 th
Title X Clinic Project Plan	Plan, comprised of two separate reports, documenting Title X clinic locations, service areas, office hours, family planning clinic hours, and family planning services provided.	January 20 th
Program Reviews	Formal reviews of a sub-recipient (see MT TX FP Administrative Manual Policy 1.12, <i>Program Reviews</i>).	Every 3 years for each sub-recipient
STD Case Report	The STD Case Report originates from the MT DPHHS STD Section. Receipt of data is coordinated by the FPP.	As needed

A summary report of the FPP performance measures is provided to clinics as needed. Training and technical assistance is targeted at clinics and staff based on progress on these measures, and as deemed appropriate by FPP.