

8.1 INSTRUCTIONS FOR CREATING LOCAL POLICIES

Policy: Title X clinics must create their own individualized local policies. These policies must include the required elements as described in the Montana Title X Family Planning Administrative Manual and be adapted to reflect actual clinic practices. These policies will be assessed during each scheduled program review for accuracy, content, and consistency with clinic practice.

Procedure:

1. The sample policies are provided for clinics to use and adapt as necessary.
2. If clinics choose to use policies already created by the organization, they must include the required elements listed in the Montana Title X Family Planning Administrative Manual. These sample policies include all of the required Title X elements as well as additional information that may be included, as applicable. The additional information may already be implemented in the clinic's daily practice or might be a consideration to increase clinic efficiency.
3. It will be up to the clinic what additional elements are included in the policy, but the policy must reflect the clinic's actual practice.
4. To request an electronic copy of a sample policy, contact the FPP at 444-3609.