*[INSERT AGENCY NAME AND LOGO]*

**FAMILY PLANNING PROGRAM POLICY AND PROCEDURES**

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| 2.5 Availability and Use of ReferralsExcept as provided in 42 CFR 59.14(a) with respect to the prohibition on referrals for abortion as a method of family planning, projects must provide for coordination and use of referral arrangements with other providers of health care services, local health and welfare departments, hospitals, voluntary agencies, and health services projects supported by other federal programs (42 CFR 59.5(b)(8)).  |
| **Policy Title** | **Availability and Use of Referrals** |
| **Effective Date** |  |
| **Revision Dates** |  |
| **Review Due Date** |  |
| **References** | Providing Quality Family Planning Services: Recommendations of CDC and the U.S. Office of Population Affairs (pgs. 4–20)(<https://www.cdc.gov/mmwr/pdf/rr/rr6304.pdf>) Code of Federal Regulations 42 CFR 59.5 (b)(8)<https://www.ecfr.gov/cgi-bin/text-idx?SID=c1cbd72e13f7230f1e8328fa52b57899&mc=true&node=sp42.1.59.a&rgn=div6#se42.1.59_15> |
| **Approved by Signature** |  |
| **Approved Date** |  |

**Purpose:** The purpose of this policy is to describe ***(Insert Agency Name)*** process for ensuring grantee and subrecipient compliance with the requirement for the coordination of effective patient referrals for other providers of health care services, local health and welfare departments, hospitals, voluntary agencies, and health services projects supported by other federal projects.

**Policy:** *[Agency may want to include the following]*

* Subrecipients and service sites will develop and implement plans to coordinate with and refer clients to other services (as listed above) when appropriate.
* Service sites will have processes for effective referrals to relevant agencies.
* Service sites will get signed written collaborative agreements with these other agencies when possible and if appropriate.
* Staff and providers will document in the medical record when referrals were made based on documented specific condition/issue.

**Procedure:** *[Agency may want to include the following]*

* Where staff will be able to locate up to date referral names and contact information.
* Schedule for updating of referral information.
* Location of written collaborative agreements.
* Schedule for updating and renewing written collaborative agreements.
* How staff will be trained and updated on changes to this policy.
* How staff can access this policy (location of paper/electronic version(s)).