**Title X Site Visit Requested Documents List Template**

**Purpose:** Reviewing policies, procedures, and other relevant documents is a vital component of site visits. The Site Visit Requested Document List identifies documents to be reviewed in advance of the on-site review (or during a “desk review”) and documents that will be reviewed on-site.

**How to use:** Insert the grantee’s name and logo, subrecipient information, and other details where indicated and as needed. Not all documents in this list will be available or appropriate for all site visits with all subrecipients. Customize the list by adding or deleting items and modifying the columns to indicate whether documents should be sent in advance or available on-site.

[insert ***Grantee Name/Logo***]

**Title X Site Visit**

**Requested Documents List**

Instructions for [***subrecipient***]: Please send the following Title X Program documents to the *[****grantee’s name*]** by *[****due date****]* in preparation for [***subrecipient]***’s Title X/family planning site visit via *[****by email, USB flash drive, hard copy by mail*]**. It is only necessary to provide the documents [**s*ubrecipient***]being used to manage the Title X/family planning program.

**Project Management and Administration**

| **Topic** | **Sample Documents** | **Send in Advance** | **Have On-Site** |
| --- | --- | --- | --- |
| 1. Program Management and Administration, 2. Project Services and Clients 3. Confidentiality 4. Community Participation, Education, and Project Promotion 5. Information and Education Materials Approval 6. Additional Administrative Requirements | Family planning program policy and procedures manual | X |  |
| 1.1 Voluntary Participation | Documentation that staff have been informed that:   * Family planning services are offered solely on a voluntary basis * A client’s acceptance of family planning services must not be a prerequisite to eligibility for, or receipt of, any other services * They may be subject to prosecution if they coerce or try to coerce any person to undergo an abortion or sterilization procedure |  | X |
| 1.2 Prohibition of Abortion and Referral for Abortion | Policy indicating prohibition of providing abortion as a method of family planning as part of the Title X project | X |  |
| 1.2 Prohibition of Abortion and Referral for Abortion | Documentation that staff are prohibited from referring for abortion as part of the Title X project, except for medical emergencies, or in the case of rape or incest. | X |  |
| 1.3 Physical Separation of Title X and non-Title X Activities | Documentation that staff have been trained at least once during the current project period on permissible and impermissible Title X activities. | X |  |
| 1.3 Physical Separation of Title X and non-Title X Activities | Financial documentation demonstrates that Title X funds are not being used for abortion services, or referral for abortion as a method of family planning and adequate separation exists between Title X and non-Title X activities |  | X |
| 1.4 Structure and Management | Financial policies and procedures that can be referenced back to federal regulations as applicable | X |  |
| 1.4.6 Financial Management System | Financial records demonstrating that the financial management practices are aligned with Title X and other applicable regulations and grants requirements including:   * Property acquisitions list (of properties purchased with Title X funds) * Approved indirect cost negotiation agreement if in use * Most recent audited financial statements * Most recent A-133 Audit and Management letter (if applicable) | X |  |
| 1.4.6 Financial Management System | Financial records, including time and effort (or similar) documentation for project staff payroll |  | X |
| 1.5.2 Charges, Billings, and Collections | Sample financial screening and eligibility determination forms and policy | X |  |
| 1.5 Charges, Billings, and Collections | Client billing and income verification records |  | X |
| 1.5.2 Charges, Billings, and Collections | Schedule of discounts and schedule of fees for clients at or below 250% of the federal poverty level | X |  |
| 1.5.4 Reasonable Costs/Fee Schedule | Documentation of process used to periodically determine the reasonable cost of services | X |  |
| 1.5.5 Charges, Billings, and Collections | Policy and procedures documenting if the agency requests and/or accepts donations | X |  |
| 1.5.7 Third Party Payments | Contracts with third-party payers, including public or private sources | X |  |
| 1.5.8 Title XIX/Title XX/Title XXI Agreements | Copies of written agreements with Medicaid (Title XIX) and Title XX of the Social Security Act |  | X |
| 1.6 Project Personnel | Documentation of medical provider licenses, prescriptive authority, and CPR certification | X |  |
| 1.6 Project Personnel | Contract(s) with medical provider(s) and other family planning personnel if not on staff | X |  |
| 1.6.1 Project Personnel | Personnel policies and procedures | X |  |
| 1.6.2 Cultural Competency | Policy on how agency operationalizes cultural competency | X |  |
| 1.6.2 Cultural Competency | Summary of client satisfaction survey results or other documentation that supports culturally competent services |  |  |
| 1.6.4 Clinical Leadership | Organizational chart, including family planning program staff | X |  |
| 1.6.4 Clinical Leadership | Resumes of family planning program director and medical director | X |  |
| 1.7.1 Personnel Training | Staff training policy and plan | X |  |
| * 1. Voluntary Participation   1.3 Physical Separation  1.6.2 Cultural Competency  1.7 Staff Training and Project Technical Assistance  2.3 Non-Discriminatory Services  2.6 Clinical Protocols and Standards of Care Link to QFP  2.10 Pregnancy Testing and Diagnosis Link to QFP  2.11 Compliance with Legislative Mandates  3 Confidentiality | Evidence of staff training (such as staff training logs, sign-in sheets, or training reports from fpntc.org) |  | X |

**Project Services and Clients**

| **Topic** | **Sample Documents** | **Send in Advance** | **Have On-Site** |
| --- | --- | --- | --- |
| 2. Project Services and Clients | Sample client medical record forms or screenshots from the electronic medical record/electronic health record, including general consent form | X |  |
| 2.2 Client Dignity | Client bill of rights or other documentation which outlines client’s rights and responsibilities |  | X |
| 2.3 Non-Discriminatory Services | Non-discrimination policy | X |  |
| 2.4 Availability of Social Services  2.5 Availability and Use of Referrals | Policy and/or plan for:   * Related social services * Other medical services * Ancillary services needed to facilitate clinic attendance | X |  |
| 2.5 Availability and Use of Referrals, 2.10 Pregnancy Testing and Diagnosis | Referral list and written process used for required and recommended services not provided by agency | X |  |
| 2.5 Availability and Use of Referrals  2.7 Provision of Family Planning and Related Services | Written referral agreements and/or collaborative agreements with other health care and social service agencies | X |  |
|  |  |  |  |
| 2.6 Clinical Protocols and Standards of Care  2.7 Provision of Family Planning Services and Related Services  2.8 Range of Family Planning Methods  3 Confidentiality | Family planning services clinical protocols | X |  |
| 2.6 Clinical Protocols and Standards of Care  2.7 Provision of Family Planning Services and Related Services  2.8 Range of Family Planning Methods  2.11 Compliance with Legislative Mandates  3 Confidentiality | Family planning client chart access at each service site |  | X |
| 2.7 Provision of Family Planning and Related Services | Staff lab skills proficiency documentation |  | X |
| 2.7 Provision of Family Planning and Related Services | Abnormal laboratory results and follow-up documentation |  | X |
| 2.7 Provision of Family Planning and Related Services | Pharmacy inventory tracking system and 340B policies (if applicable) |  | x |
| 2.7 Provision of Family Planning and Related Services | Clinical licenses (State outpatient treatment and Clinical Laboratory Improvement Amendments, or CLIA, as appropriate) |  | X |

**Confidentiality**

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | **Sample Documents** | **Send in Advance** | **Have On-Site** |
| 3 Confidentiality | HIPAA policy | X |  |

**Community Participation, Education, and Project Promotion**

| **Topic** | **Sample Documents** | **Send in Advance** | **Have On-Site** |
| --- | --- | --- | --- |
| 4.1 Collaborative Planning and Community Engagement  4.2 Community Awareness and Education | Community participation, education, and promotion plan(s) | X |  |
| 4.1 Collaborative Planning and Community Engagement  4.2 Community Awareness and Education | Documentation of community participation, education, and project promotion activities for the last 12 months |  | X |

**Information and Education Materials Approval**

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| --- | --- | --- | --- |
| **Topic** | **Sample Documents** | **Send in Advance** | **Have Available On-Site** |
| 5.1 Materials Review and Approval Process  5.2 Advisory Board Diversity  5.3 Advisory Board Membership  5.5 Advisory Committee Responsibility for Materials Review  5.6 Advisory Committee Requirements | Information and Education Materials Approval Policies and Procedures | X |  |
| 5.1 Materials Review and Approval Process  5.2 Advisory Board Diversity  5.3 Advisory Board Membership  5.6 Advisory Committee oversight | Minutes from last information and education committee meeting |  | X |
| 5.1 Materials Review and Approval Process | List of approved patient education materials |  | X |
| 5.2 Advisory Board Diversity  5.3 Advisory Board Membership | Current list of information and education committee members |  | X |

**Additional Administrative Requirements**

| **Topic** | **Sample Documents** | **Send in Advance** | **Have Available On-Site** |
| --- | --- | --- | --- |
| 6.1 Facilities and Accessibility of Services | Documentation that staff is aware of translation services policies and processes |  | X |