*[INSERT AGENCY NAME AND LOGO]*

# FAMILY PLANNING PROGRAM POLICY AND PROCEDURES

## Coordination and Use of Referrals and Linkages

Title X projects must provide for coordination and use of referrals and linkages with primary healthcare providers, other providers of healthcare services, local health and welfare departments, hospitals, voluntary agencies, and health services projects supported by other federal programs, who are in close physical proximity to the Title X site, when feasible, in order to promote access to services and provide a seamless continuum of care (42 CFR 59.5 (b)(8)).

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| **Policy Title** | **Coordination 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/reproductivehealth/contraception/qfp.htm>Code of Federal Regulations 42 CFR 59.5 (b)(8)<https://www.ecfr.gov/current/title-42/chapter-I/subchapter-D/part-59>  |
| **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 client referrals and linkages with 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.
* Service sites will refer to and have linkages with other providers and agencies who are in close physical proximity to the Title X service site, when feasible, in order to promote access to services and provide a seamless continuum of care.
* Staff and providers will document in the medical record when referrals were made based on documented specific condition/issue(s).

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

* Where staff will be able to locate up-to-date referral names and contact information.
* Procedure for vetting referral resources.
* Schedule for updating 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)).