# 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 contact 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***]is using to manage the Title X/family planning project.

| Expectation | Sample Documents | In Advance | On-Site |
| --- | --- | --- | --- |
| Project Administration #1, 2, 9  Adolescent Services #3, 6 | General consent form |  |  |
| Project Administration #1, 4 | Patient Bill of Rights (or other signage informing clients of rights) |  |  |
| Project Administration #1, 2, 3, 4, 9  Provision of High-Quality Family Planning Services #3, 4, 5, 6, 7, 9, 11  Adolescent Services #3, 4, 5, 6  Staff Training #1, 2, 3, 4  Information and Education #4  Prohibition of Abortion #1, 2 | Staff training/Acknowledgement documentation |  |  |
| Project Administration #10, 11 | Work plan |  |  |
| Project Administration #9  Provision of High - Quality Family Planning Services #9, 11  Adolescent Services #1, 2, 3, 4, 5, 6  Referral for Social and Medical Services #1, 4  Financial Accountability #1, 2, 3, 4, 5, 6, 7  Prohibition of Abortion #2 | Medical records review |  |  |
| Provision of High-Quality Family Planning Services #1, 5, 6, 7  Adolescent Services #3 | Client education/counseling protocol |  |  |
| Project Administration #9, 11  Additional Special Terms and Requirements and Standard Terms of the FY 2022 Title X Notice of Award—Standard Terms #7  Provision of High-Quality Family Planning Services #4, 5, 8  Adolescent Services #2  Information and Education #1, 2  Prohibition of Abortion #5 | Client education materials |  |  |
| Provision of High-Quality Family Planning Services #1, 2, 3, 5, 6, 7  Provision of High-Quality Family Planning Services #4, 8 | Client observation and/or medical records review |  |  |
| Project Administration #6  Provision of High-Quality Family Planning Services #1, 2, 7  Referral for Social and Medical Services #1, 3, 4  Prohibition of Abortion #1 | Policies, procedures, and protocols related to referrals |  |  |
| Provision of High-Quality Family Planning Services #9  Referral for Social and Medical Services #1, 3, 4 | Referral list(s) and/or memoranda of understanding |  |  |
| Provision of High-Quality Family Planning Services #2, 9  Adolescent Services, #1, 3, 4, 5, 6  Prohibition of Abortion #1 | Clinical protocols |  |  |
| Financial Accountability #11, 12, 13 | Notice of Awards, budgets, and Federal Financial Reports |  |  |
| Project Administration #1 | Policies and procedures related to non-coercion |  |  |
| Project Administration #2 | Policies and procedures prohibiting the acceptance of family planning services as a prerequisite to the receipt of any other services |  |  |
| Project Administration #3 | Policies and procedures that require staff to be informed that they may be subject to prosecution if they coerce or try to coerce any person to undergo an abortion or sterilization procedure |  |  |
| Project Administration #4 | Policies and procedures related to non-discrimination |  |  |
| Project Administration #9 | * Policies and procedures requiring that all service sites and subrecipients safeguard client confidentiality * HIPAA privacy forms |  |  |
| Project Administration #10 | Health center hours and locations |  |  |
| Project Administration #13 | Documentation of 340B ID (entity registration) |  |  |
| Additional Special Terms and Requirements and Standard Terms of the FY 2022 Title X Notice of Award—Standard Terms #7 | Policies and procedures requiring acknowledging federal funding when issuing statements, press releases, publications, requests for proposals, bid solicitations, and other documents |  |  |
| Provision of High-Quality Family Planning Services #1 | Inventory (e.g., dispensing protocol or pharmacy dispensing inventory records) |  |  |
| Provision of High-Quality Family Planning Services #3 | * Policies and procedures related to providing culturally competent care * Copies of materials translated into other languages that are available to clients |  |  |
| Provision of High-Quality Family Planning Services #8 | * Health center hours and locations * Needs assessments |  |  |
| Provision of High-Quality Family Planning Services #10 | * CV of clinical service provider * Description of position * Quality assurance (QA) policy/QA minutes |  |  |
| Adolescent Services #3 | Monitoring/audit reports |  |  |
| Referral for Social and Medical Services #2 | * Needs assessment or other activities documenting the social service and medical needs of the community to be served and identified relevant social and medical services available to help meet those needs * Plans to address the related social service and medical needs of clients as well as ancillary services needed to facilitate clinic attendance |  |  |
| Financial Accountability #1 | * Schedule of discounts and fee schedule by discount bracket * Client income declaration documentation |  |  |
| Financial Accountability #2 | Policies and procedures related to discount eligibility for minors |  |  |
| Financial Accountability #3 | Documentation of cost analysis or other method to determine how fees are set |  |  |
| Financial Accountability #4 | Policies and procedures related to charges, billing, and collection |  |  |
| Financial Accountability #6 | Policies and procedures related to income verification |  |  |
| Financial Accountability #7 | Policies and procedures related to third-party payments, copayments, and additional fees |  |  |
| Financial Accountability #8 | * Policies and procedures related to purchasing * Purchase orders, packing slips, invoices, and payments |  |  |
| Financial Accountability #9 | When contracting for services, contracts and payment review |  |  |
| Financial Accountability #10 | Financial policies and procedures |  |  |
| Financial Accountability #11 | * Purchase orders; depreciation schedule * Documentation of Grants Management Officer authorization of an applicable purchase |  |  |
| Financial Accountability #13 | * Policies and procedures related to program income * Audit report (if applicable) * Monthly (or quarterly) financial statements/accounting records/general ledger |  |  |
| Financial Accountability #14 | Policies and procedures related to the support or opposition to any legislative proposal or candidate |  |  |
| Community Education, Participation, and Engagement #1 | * Policies and procedures to guide community awareness and community education * Needs assessment * Written community education and service promotion plan |  |  |
| Community Education, Participation, and Engagement #2 | * Policies and procedures for ensuring that there is an opportunity for community participation in developing, implementing, and evaluating the project plan * Documentation of implementation of plan |  |  |
| Information and Education #1 | * Policies and procedures that ensure materials are reviewed prior to being made available to clients * Committee meeting minutes that demonstrate the process used to review and approve materials |  |  |
| Information and Education #3 | * Policies and procedures that address Advisory Committee expectations * Rosters/member lists that demonstrate committee membership is broadly representative of the population served |  |  |
| Information and Education #4 | * Policies and procedures documenting that the required elements material review are addressed * Meeting minutes, review forms, review instructions |  |  |
| Quality Improvement and Quality Assurance #1 | * Policy and procedures related to quality improvement (QI)/QA * QI/QA work plan; auditing tools; FPAR and other data collection materials * Meeting notes and response plans |  |  |
| Quality Improvement and Quality Assurance #2 | * Policy and procedures related to QI/QA * QI/QA work plan; auditing tools; FPAR and other data collection materials * Meeting notes and corrective action plans |  |  |
| Quality Improvement and Quality Assurance #3 | FPAR data |  |  |
| Prohibition of Abortion #2 | Policies and procedures related to prohibition of abortion |  |  |
| Prohibition of Abortion #4 | * Policies and procedures related to the separation of Title X and non-Title X activities * Review of cost allocations, invoices, and accounting records for compliance—review of clinic timesheets |  |  |