



## 1.7 STAFF TRAINING AND PROJECT TECHNICAL ASSISTANCE

### POLICY:

Delegate agencies are responsible for the training of all project staff.

#### 1.7.1: Personnel Training

Projects must provide for the orientation and in-service training of all project personnel, including the staff of sub-recipient agencies and service sites (42 CFR 59.5(b)(4)).

#### 1.7.2: Training on Federal/State Reporting Requirements

The project's orientation/in-service training includes annual training on Federal/State and local laws regarding notification or reporting of child abuse, child molestation, sexual abuse, rape, or incest, intimate partner violence, as well as on human trafficking. (42 CFR 59.17)

#### 1.7.3: Training on Minors (Family Involvement and Coercion)

The project's orientation/in-service training includes annual training on involving family members in the decision of minors to seek family planning services and on counseling minors on how to resist being coerced into engaging in sexual activities. (42 CFR 59.2, 59.17)

### PROCEDURE:

All individuals (whether or not they are employees) serving clients for, or on behalf of the project, must receive timely training.

Delegate agencies must create a training plan that addresses key requirements of the Title X program priority areas. See the Federal Title X Training Requirements Summary for a complete listing of annual and per project period training requirements.

[https://www.fpntc.org/sites/default/files/resources/fpntc\\_fed\\_training\\_reqs\\_2019-07-11.pdf](https://www.fpntc.org/sites/default/files/resources/fpntc_fed_training_reqs_2019-07-11.pdf)

Project staff must **annually** sign the ND DoH Family Planning Statement of Understanding. By signing this form, staff have been informed of and understand the following:

- Family planning services are to be provided 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, assistance from, or participation in any other program that is offered by the service site or any other program grantee or delegate agency
- Staff may be subject to prosecution if they coerce or try to coerce any person to undergo an abortion or sterilization
- Staff must be sensitive to, and able to deal effectively with, the cultural and other characteristics of the client population



- Services must be provided without regard to religion, race, color, national origin, disability, age, sex, number or pregnancies, or marital status
- Staff must understand and comply with policies to protect client confidentiality
- Staff must understand the clinic's emergency management plan and their role in an emergency

Delegate agency must maintain written records of orientation, in-service and other training attendance by project personnel.

- Documentation of all training and education can be kept in an education training log, personnel records of employees or a tracking system available through the Family Planning National Training Center.
- Documentation will be reviewed by grantee during triennial site visits.

The state staff will conduct mandatory delegate directors' meetings during the fiscal year. The state staff will assess delegate agency training needs. Meeting Minutes will be recorded and disseminated to delegate agencies for project staff to review.

The state Program Director, Nurse Consultant, Contracted Midlevel Clinician are available to provide training and technical assistance upon request and identified need. Training requests shall be forwarded to the state office for approval.

#### Training Resources:

The National Clinical Training Center for Family Planning is a national training and technical assistance center funded by the Office of Population Affairs to provide the most up-to-date and latest evidence-based, quality training nationwide for family planning staff. **Project staff should Create an Account for the Family Planning National Training Center.**

- Family Planning National Training Center <https://www.fpntc.org/>
- Clinical Training Center for Family Planning <http://www.ctcfp.org/>

#### Mandatory Reporting in North Dakota:

<http://www.pcand.org/NDDHS/mandatedreportertraining/>