

**FAMILY PLANNING PROGRAM****SECTION:** Program Administration**POLICY AND PROCEDURE MANUAL****SUBJECT:** Sterilization Report

**POLICY:** Delegate agencies shall submit the Public Health Service Sterilization Report to the State Family Planning Office annually.

**GUIDELINES:**

1. Each delegate agency must submit Public Health Service Sterilization Record report to the State office annually. A copy of the report is located in the appendices. These reports are due:
  - a. January 15<sup>th</sup>
2. Critical elements of sterilization record report, which need to be filled out are:
  - a. reporting period
  - b. project name
  - c. city and state
  - d. columns 1 through 9 for each sterilization arranged for during the reporting period
  - e. number of hysterectomies performed or arranged for (item #10)
  - f. name of person completing report
  - g. title of person completing report
  - h. signature of person completing form
  - i. date form completed.
3. If no sterilizations were provided during those six months, "No sterilizations performed or arranged for this period" may be written or typed across columns 1 through 9. All other sections must still be completed and the report submitted.
4. Services must be provided without subjecting individuals to any coercion to accept services or to employ or not employ any particular methods of family planning. Acceptance of services must be solely on a voluntary basis and may not be made a prerequisite to eligibility for, or receipt of, any other service, assistance from participation in any other program of the applicant.<sup>1</sup>

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## References:

1. Section 205 of Pub. L. 94-63 states: “Any (1) officer or employee of the United States, (2) officer or employee of any State, political subdivision of a State, or any other entity, which administers or supervises the administration of any program receiving Federal financial assistance, or (3) person who receives, under any program receiving Federal financial assistance, compensation for service, who coerces or endeavors to coerce any person to undergo an abortion or sterilization procedure by threatening such person with loss of, or disqualification for the receipt of, any benefit or service under a program, receiving Federal financial assistance shall be fined not more than \$1,000 or imprisoned for not more than one year, or both.”
2. Office of Population Affairs memorandum. September 17, 1979, Sterilization and Hysterectomy Surveillance.
3. Office of Population Affairs memorandum, October 29, 1980, Actions to be Taken in Cases of Violations of the Sterilization Regulations.
4. Program Guidelines for Project Grants for Family Planning Services, 2001, p. 23, Section 8.4, Fertility Regulation, Permanent Contraception.