



**Section: Program Administration**  
**Policy: PA 7**  
**Subject: State Training and In-service**

**POLICY:** The Family Planning State Office will provide or arrange for periodic training, technical assistance as well as other educational materials for family planning program agency staff.

**PROCEDURE:**

1. The state Family Planning Program staff will conduct at least two delegate directors meetings during the fiscal year. Training will be provided as per request of delegate directors or necessary to meet federal regulations and or current best practices.
2. The state office staff will be available to provide or arrange for technical assistance in the implementation, development and evaluation of client services or management structure.
3. The state office staff will develop educational and outreach materials for the program, when appropriate and as funds allow.
4. The program administrator, nurse consultant and the contract midlevel clinician are available to provide training and technical assistance upon request and identified need.
5. Training requests shall be forwarded to the program administrator for review and approval.

**Reference:**

1. Program Guidelines for Project Grants for Family Planning Services 2001, p. 10, Section 6.6, Training and Technical Assistance.

Revised 01/04, 08/08, 04/11, 04/13