

Kansas Title X Family Planning Program Grant Guidelines for SFY 2019

Program Purpose

The Kansas Title X Family Planning (FP) Program provides individuals the information and means to exercise personal choice in determining the number and spacing of their children and provides access to additional health services that lead to the overall improvement in the health of those individuals (prioritizing services to low-income and high-risk individuals).

Funding

Based on the availability of State and/or Federal funds, the State Agency determines the base award for each Local Agency (grantee) on the 3-year average of the number of **unduplicated** Family Planning Users (clients) served by the Local Agency. Additional funds available at the state level are distributed to Local Agencies (grantees) based on performance and need data. The State Agency reserves the right to modify in its sole discretion, the funding criteria used in the award process. Funding is also subject to legislative and policy priorities.

Local Agency (grantee) continuation grants are funded equal to at least 80 percent of the previous year's base award (although adjustments may be made to this amount if the State Agency deems it necessary). The remaining 20 percent of funds may be allocated based on performance and need data. The amount of funding a Local Agency requests in the grant application should be based on the actual cost to provide services.

If the Local Agency's (grantee's) unduplicated number of Family Planning Users for a 3-year average falls below 50, the State Agency may, if determined necessary, discontinue funding the Local Agency.

A. Match

Local Agency (grantee) matching funds **must** be equal to or greater than 40 percent of grant funds awarded. Program revenues may be utilized to meet the match requirement.

B. Program Revenue

Local Agencies (grantees) must establish a Schedule of Fees for Title X FP Program services and supplies based on guidelines contained in the *Kansas Family Planning and Reproductive Health Manual* (see Specific Program Information below.). Funds generated from program revenue **must** be used to support the maintenance/expansion of Title X FP services **only**. These funds will be carried forward from year to year. The Title X FP grant application budget must reflect the total program budget with grant expenses and matching amounts [which can include grant funds, projected fee collections, Title XIX, third-party reimbursements and donations plus any unexpended revenue carryover (prior grantees only) from the previous year's budget].

Specific Program Information

A. Eligibility/ Legislative Priorities

Funding is subject to legislative and policy priorities. The Kansas Legislature established two priorities related to contracting for the delivery of family planning services funded by this Program. Priority is given to public entities (state, county, and local health departments and health clinics). Remaining funds may be distributed to non-public entities such as hospitals or federally qualified health centers that provide comprehensive primary and preventative care in addition to family planning services.

B. Application

To apply for funding, the applying Local Agency must fill out a Title X Family Planning application in Kansas Grant Management System (KGMS) (<https://khap2.kdhe.state.ks.us/kgms/>)

New applicants can request to be set up in KGMS and receive a username and password by contacting: Karen Kelley at Karen.Kelley@ks.gov.

SFY 2019 grant applications are available on January 15, 2018 and are due on March 15, 2018.

The application budget must include expenses for staff to attend education updates. In order to advocate for increased funds, justifying documentation for additional expenses must be included in the detailed budget. Please contact State FP Program Staff for additional information regarding the application process.

C. Services

General requirements each Local Agency (grantee) **must** fulfill include:

- 1) Assure that skilled personnel, equipment and medical back-up services are available to provide the required services.
- 2) Create and maintain an Advisory Committee of 5 to 9 members to review and approve family planning informational and educational materials, and provide guidance in the development, implementation and evaluation of the Local Title X FP program.
- 3) Provide for community education programs which: a) enhance community understanding of the objectives of the project; b) inform potential clients of the availability of services; and c) encourage continued participation by persons to whom family planning may be beneficial. Community education and outreach activities should be based on an assessment of community needs, and have both implementation and evaluation components.
- 4) Handle Title X FP pharmaceuticals purchased through the Office of Pharmacy Affairs (OPA) 340B Drug Pricing Program in compliance with OPA's guidelines.
- 5) For delegate agencies whose sub-contractor(s) purchase Family Planning pharmaceuticals for their clients through the Office of Pharmacy Affairs (OPA) 340B Drug Pricing Program, a mechanism must be in place that allows for allocating a proportional amount of the Family Planning grant award to the subcontractor(s) in order to meet the OPA expectation that entities covered by Title X Family Planning receive grant funds for clinical services.
- 6) Establish a Schedule of Fees/Discounts (charges) for Title X FP services and supplies based on a cost analysis/determination. A Schedule of Discounts must be developed and implemented with sufficient proportional increments so that inability to pay is never a barrier to service for clients. This Schedule will be based on the current year's Federal Poverty Guidelines and Title X Requirements. The Local Agency (grantee) will be required to submit to KDHE the most recent Schedule of Fees/Discounts in their grant application (due March 15) and (if a current grantee) in their Program Progress Report (due April 15).

Please refer to the documents below for additional detail regarding Title X FP Program requirements and services.

- 1) *Program Requirements for Title X Funded Family Planning Projects*, Version 1.0, April 2014 (<http://www.hhs.gov/opa/pdfs/ogc-cleared-final-april.pdf>)
- 2) *Providing Quality Family Planning Services: Recommendations of CDC and the U.S. Office of Population Affairs*, Vol. 63, No. 4, April 25, 2014 (<http://www.cdc.gov/mmwr/pdf/rr/rr6304.pdf>)
- 3) *Kansas Family Planning and Reproductive Health Manual*: <http://www.kdheks.gov/c-f/index.html>

D. SFY 2019 Title X FP Program Outcome Objectives

In setting objectives for SFY 2019, please review the latest data available from the state data system. The applicant must set objectives in each of the following areas for the next Calendar Year (CY):

- 1) Increase the number Title X FP Users (clients) from #___ in CY 2018 to # _____ in CY 2019.
- 2) Increase the number of high-risk (age 19 & under) Users (clients) receiving services from #___ in CY 2018 to # ___ in CY 2019.
- 3) Increase the number of low-income (at or below **100 percent** poverty) Users (clients) receiving services from #___ in CY 2018 to # _____ in CY 2019.
- 4) Remain compliant with clinical indicators and administrative requirements for quarterly reporting.

E. Program Protocols

- 1) The Local Agency (grantee) will develop and have on file written local program policies and procedures for services to be provided based on program standards and guidelines contained in the *Kansas Family Planning and Reproductive Health Manual*.
- 2) As appropriate, the Local Agency will have on file current APRN protocols and authorization for collaborative practice as required by the Kansas State Board of Nursing.

F. Other Program Requirements

- 1) The Local Agency (grantee) will provide for orientation and training of new staff. Staff will participate in the annual KDHE Family Planning update and/or other training approved by KDHE to satisfy this requirement.
- 2) Onsite monitoring and technical assistance visits are conducted by the State Agency. A corrective action plan for issues identified during the site visit will be established and implemented.
- 3) For multi-agency grants only, the delegate agency shall provide each agent/sub-contractor with a completed grant application, contract, and reporting instructions, and will have on file a signed memorandum of agreement with each agent/sub-contractor which includes provisions for record keeping and providing matching funds if required. A copy of the signed memorandum of agreement with each agent/sub-contractor shall be on file with the State Agency.
- 4) For the Local Agency and its agents or subcontractors who are providing required core Family Planning services off-site, a copy of the signed agreement between the provider(s) and the Local Agency shall be on file with the State Agency.

Reporting Requirements

A. Detailed Client Encounter Data Collection

The Local Agency (grantee) will submit detailed client encounter data in a timely manner in accordance with the guidance provided by the Children and Families Section, Bureau of Family Health. All required client and visit data must be collected and entered into the web-based shared measurement system, DAISEY (Data Application and Integration Solutions for the Early Years), by the 10th of each month. Access to necessary equipment and secure internet service is required.

In order to meet federal reporting requirements, **all** calendar year client encounter data must be submitted to the State Agency within 15 days of the end of the calendar year.

B. Quarterly Financial Status Reports

The Local Agency (grantee) will submit the Financial Status Reports (FSR) in the Kansas Grants Management System (KGMS) on a quarterly basis. The source and amount of funds received during the reporting period supporting activities within the scope of the Local Agency's (grantee's) Title X FP grant must be identified on the FSR. These reports are due fifteen (15) days following the end of the calendar quarter (see the Family Planning Reporting Schedule Table below).

C. Quarterly Program Progress Reports

The Local Agency (grantee) will submit an FP Program Progress Report (PR) in KGMS on a quarterly basis. All sections of the PR must be addressed. These reports are due fifteen (15) days following the end of the calendar quarter (see the Family Planning Reporting Schedule Table below). The Local Agency (grantee) will be required to submit to KDHE their most recent Schedule of Fees/Discounts in the grant application (due March 15) and (if they are a current grantee) in their Program Progress Report (due April 15).

D. Quality Improvement (QI) and Client Satisfaction Programs/Procedures

The Local Agency (grantee) is required to have in place a Quality Improvement (QI) process to regularly review and strengthen the quality of services provided by their Title X FP Program. This includes the development and use of a method/tool to measure client satisfaction levels (such as a client satisfaction survey or something similar). Review for both QI and Client Satisfaction must be performed on an on-going basis.

KANSAS TITLE X FAMILY PLANNING REPORTING SCHEDULE			
Quarter	Grant Reporting Period	Due Date	Forms Due in Catalyst
1	07/01-09/30	October 15	<ul style="list-style-type: none"> • Financial Status Report (FSR) • Family Planning Progress Report
2	10/01-12/31	January 15	<ul style="list-style-type: none"> • Financial Status Report (FSR) • Family Planning Progress Report
3	01/01-03/31	April 15	<ul style="list-style-type: none"> • Financial Status Report (FSR) • Family Planning Progress Report
4	04/01-06/30	July 15	<ul style="list-style-type: none"> • Financial Status Report (FSR) • Family Planning Progress Report

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