

Federal Title X Training Requirements Summary



Annual staff training on state- and grantee-specific policies and procedures is recommended. Staff should also be trained on the topics in the chart below. Other specific content requirements for each staff member should be based on role and function. For more information, refer to the [Title X Statutes, Regulations, and Legislative Mandates](#).

Training Topics - Once Per Project Period

RHNTC Training Resource

Voluntary and Non-Coercive Services

(Sections 1001 & 1007, PHS Act; 42CFR 59.5(a)(2))*

Staff must be informed that family planning services are to be provided solely on a voluntary basis.



[Title X Orientation eLearning Course](#)

Services Not a Prerequisite for Eligibility or Services

(Sections 1001 & 1007, PHS Act; 42CFR 59.5(a)(2))

Staff must be informed that 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 subrecipient.



[Title X Orientation eLearning Course](#)

Personnel Awareness

(Section 205, Public Health Law 94-63, 42CFR 59.5(a)(2) footnote 1)

Staff must 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.



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Client-Centered Services

(42CFR 59.5(a)(3))

Project staff should provide services in a manner that is client-centered, culturally and linguistically appropriate, inclusive, and trauma-informed; protects the dignity of the individual; and ensures equitable and quality service delivery consistent with nationally recognized standards of care.



[Cultural Competency in Family Planning Care eLearning Course](#)

Personnel Training

(42CFR 59.5(b)(4))

Projects must provide for the orientation and in-service training of all project personnel, including the staff of sub-recipient agencies and service sites.



[Title X Orientation eLearning Course](#)

Confidentiality

(42 CFR 59.10)

Staff must understand and comply with policies to protect client confidentiality and privacy.



[Title X Orientation eLearning Course](#)

Non-Discriminatory Services

(42CFR 59.5(a)(4))

Staff must be informed that services must be provided without regard to individual characteristics such as religion, race, color, national origin, disability, age, sex, sexual orientation, number of pregnancies, or marital status.



[Title X Orientation eLearning Course](#)

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Training Topics - Annual

RHNTC Training Resource

State Reporting Requirements: Mandatory Reporting for Abuse, Rape, Incest, and Human Trafficking

(Legislative Mandate)

Notwithstanding any other provision of law, no provider of services under Title X of the Public Health Service Act shall be exempt from any State law requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, or incest



[Mandatory Child Abuse Reporting in Title X-Funded Family Planning Settings](#)



[Trauma-Informed Mandatory Child Abuse Reporting in a Family Planning Setting Video](#)



[Identifying and Responding to Human Trafficking in Title X Settings eLearning Course](#)

Family Involvement and Coercion

(Legislative Mandate)

None of the funds appropriated in this Act may be made available to any entity under Title X of the Public Health Service Act unless the applicant for the award certifies to the Secretary that it encourages family participation in the decision of minors to seek family planning services and that it provides counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities.



[Counseling Adolescent Clients to Encourage Family Participation Video](#)



[Counseling Adolescent Clients to Resist Sexual Coercion Video](#)

Training to Support Implementation of QFP

[Providing Quality Family Planning Services \(QFP\)](#) recommendations were developed by the Office of Population Affairs (OPA) and the Centers for Disease Control and Prevention (CDC). While not mandated per federal regulations, completion of training found in the [Putting the QFP into Practice Series Toolkit](#) supports successful provision of quality family planning services.

Resources

1. Title X Statutes, Regulations, and Legislative Mandates: <https://opa.hhs.gov/grant-programs/title-x-service-grants/title-x-statutes-regulations-and-legislative-mandates>
2. Code of Federal Regulations 42 CFR Part 59 - Grants for Family Planning Services: <https://www.ecfr.gov/current/title-42/chapter-I/subchapter-D/part-59>

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