







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 at the frequency listed. Other specific content requirements for each staff member should be based on role and function. For more information, refer to the [Title X Program Requirements](#).







TRAINING ON THESE TOPICS TO BE CONDUCTED ONCE PER PROJECT PERIOD

Section Topic	RHNTC Training Resource
Voluntary and Non-Coercive Services	
<i>(Sections 1001 & 1007, PHS Act; 42CFR 59.5(a)(2))*</i>	Title X Orientation eLearning Course
Staff must be informed that family planning services are to be provided solely on a voluntary basis.	
Services Not a Prerequisite for Eligibility or Services	
<i>(Sections 1001 & 1007, PHS Act; 42CFR 59.5(a)(2))</i>	Title X Orientation eLearning Course
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.	
Personnel Awareness	
<i>(Section 205, Public Health Law 94-63, 42CFR 59.5(a)(2) footnote 1)</i>	Title X Orientation eLearning Course
Staff must be informed that that they may be subject to prosecution if they coerce or try to coerce any person to undergo an abortion or sterilization procedure.	
Physical Separation of Title X and non-Title X Activities	
<i>(42CFR 59.15)</i>	
Staff have been trained at least once during the current project period on permissible and impermissible Title X activities.	
Cultural Competency	
<i>(42CFR 59.5(b)(10))</i>	Cultural Competency in Family Planning Care eLearning Course
Project staff should be broadly representative of all significant elements of the population to be served by the project, and should be sensitive to, and able to deal effectively with, the cultural and other characteristics of the client population.	
Personnel Training	
<i>(42CFR 59.5(b)(4))</i>	Title X Orientation eLearning Course
Projects must provide for the orientation and in-service training of all project personnel, including the staff of sub-recipient agencies and service sites.	
Confidentiality	
<i>(42CFR 59.11)</i>	Title X Orientation eLearning Course
Staff must understand and comply with policies to protect client confidentiality and privacy.	

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TRAINING ON THESE TOPICS TO BE CONDUCTED ONCE PER YEAR

Section Topic	RHNTC Training Resource
<p>Fed/State Reporting Requirements: Mandatory Reporting for Abuse, Rape, Incest, and Human Trafficking (42CFR 59.5(b)(4))</p> <p>The project's training plan should provide for annual training of staff on Federal/State requirements for reporting or notification of child abuse, child molestation, sexual abuse, rape or incest, as well as on human trafficking.</p>	<p> Mandatory Child Abuse Reporting in Title X-Funded Family Planning Settings</p> <p> Trauma-Informed Mandatory Child Abuse Reporting in a Family Planning Setting Video</p> <p> Identifying and Responding to Human Trafficking in Title X Settings eLearning Course</p>
<p>Family Involvement and Coercion (42CFR 59.5(b)(4))</p> <p>The project's training plan should provide for 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.</p>	<p> Counseling Adolescent Clients to Encourage Family Participation Video</p> <p> Counseling Adolescent Clients to Resist Sexual Coercion Video</p>
<p>Non-Discriminatory Services (42CFR 59.5(a)(4))</p> <p>Staff must be informed that services must be provided without regard to religion, race, color, national origin, disability, age, sex, number of pregnancies, or marital status.</p>	<p> Title X Orientation eLearning Course</p>

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.

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