

*[AGENCY NAME]*

**Individual Staff Member Title X Family Planning Training Log**

**SAMPLE**

Title X projects are required to keep a record of staff training on the Title X Training Requirements. This is a sample of a log that can be adapted to help meet your family planning project’s training requirements. This training log has three sections:

**Section 1: All staff—once per project period**

**Section 2: All staff—annual**

**Section 3: Clinical staff—once per project period**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Trainings for Title X** | | |
| --- | --- | --- |
| **Training Topic(s)** | **Training Resource** | **Date Completed (or N/A)** |
| **All staff**  *Training topics required once per project period.* | | |
| Voluntary Participation  Acceptance of Family Planning Services not a Prerequisite for Eligibility or Services  Prohibition of Abortion & Referral for Abortion  Physical Separation  Confidentiality | [Title X Orientation: Program Requirements for Title X Funded Family Planning Projects eLearning](https://www.fpntc.org/resources/title-x-orientation-program-requirements-title-x-funded-family-planning-projects) |  |
| Cultural Competency  Facilities and Accessibility of Services | [Cultural Competency in Family Planning](http://fpntc.org/resources/cultural-competency-in-family-planning-care) |  |
| **All staff**  Training topics required annually. | | |
| Mandatory Reporting, Federal | [Trauma-Informed Mandatory Child Abuse Reporting in a Family Planning Setting](https://vimeo.com/335211508) |  |
| Mandatory Reporting, State & Local | [Mandatory Child Abuse Reporting in Title X-Funded Family Planning Settings: Instructions for Customizing and Delivering a State-Specific Training](https://www.fpntc.org/resources/mandatory-child-abuse-reporting-title-x-funded-family-planning-settings-instructions) |  |
| Human Trafficking | [SOAR to Health and Wellness Human Trafficking Training](https://www.fpntc.org/resources/soar-health-and-wellness-human-trafficking-training) |  |
| Family Involvement | [Counseling Adolescent Clients to Encourage Family Participation Video](https://www.fpntc.org/resources/counseling-adolescent-clients-encourage-family-participation-video) |  |
| Counseling Minors to Resist Sexual Coercion | [Counseling Adolescent Clients to Resist Sexual Coercion Video](https://www.fpntc.org/resources/counseling-adolescent-clients-resist-sexual-coercion-video) |  |
| Non-discrimination | **Sign Family Planning Staff Policy Awareness document** |  |
| **Clinical staff**  *Training topics recommended once per project period.* | | |
| Link to QFP: Client-Centered Counseling | [Quality Contraceptive Counseling and Education: A Client-Centered Conversation eLearning](https://www.fpntc.org/resources/quality-contraceptive-counseling-and-education-client-centered-conversation-elearning) |  |
| Link to QFP: Determining the Client's Need for Services | [Putting the QFP into Practice Series: How to Begin—Determining the Client’s Need for Services Webinar](https://www.fpntc.org/resources/putting-qfp-practice-series-how-begin-determining-clients-need-services-webinar) |  |
| Discussing Reproductive Goals | [Putting the QFP into Practice Series: Integrating Reproductive Life Planning into Your Family Planning Session Webinar](https://www.fpntc.org/resources/putting-qfp-practice-series-integrating-reproductive-life-planning-your-family-planning) |  |
| Contraceptive Counseling | [Quality Contraceptive Counseling and Education: A Client-Centered Conversation eLearning](https://www.fpntc.org/resources/quality-contraceptive-counseling-and-education-client-centered-conversation-elearning) |  |
| Support for Achieving Pregnancy | [Putting the QFP into Practice Series: Achieving Pregnancy: Assessment, Counseling and Education Webinar](https://www.fpntc.org/resources/putting-qfp-practice-series-achieving-pregnancy-assessment-counseling-and-education) |  |
| Basic Infertility Services | [Basic Infertility Job Aid](https://www.fpntc.org/resources/basic-infertility-protocol-job-aid) |  |
| Preconception Health Services | [Preconception Checklist](https://www.fpntc.org/resources/preconception-counseling-checklist) |  |
| STD Services | [Putting the QFP into Practice Series: STD Services in the Family Planning Setting Webinar](https://www.fpntc.org/resources/putting-qfp-practice-series-std-services-family-planning-setting-webinar) |  |
| Link to QFP: Pregnancy Testing and Counseling | [Putting the QFP into Practice Series: Pregnancy Testing and Counseling eLearning](https://www.fpntc.org/resources/putting-qfp-practice-series-pregnancy-testing-and-counseling-elearning) |  |

Source: [Code of Federal Regulations Title 42: Public Health PART 59—GRANTS FOR FAMILY PLANNING SERVICES Subpart A—Project Grants for Family Planning Services 42 CFR 59.5(a)(2)](https://www.govinfo.gov/content/pkg/CFR-2019-title42-vol1/xml/CFR-2019-title42-vol1-part59.xml)