



**Video Transcript:** Introducing the Onboarding New Title X-Funded Agencies Toolkit Video

**Narrator (0:00):**

Introducing the Onboarding New Title X-Funded Agencies Toolkit for grantees. This video was created by the Reproductive Health National Training Center, R-H-N-T-C.

**Narrator (0:10):**

Is your agency currently onboarding, or planning to onboard, a new Title X subrecipient? Many Title X grantee staff express feeling overwhelmed and not knowing where to start when embarking on this process.

**Narrator (0:26):**

Taking a structured yet flexible approach to onboarding subrecipients that is broken down into discrete phases can make the process seem less overwhelming. This video provides a quick introduction to the onboarding toolkit which was designed to help grantees manage the on boarding process.

**Narrator (0:45):**

This toolkit can help grantees work toward the onboarding goals of ensuring delivery of family planning services in accordance with Title X regulations and the QFP; building trusting, collaborative partnerships and meaningful relationships with subrecipients; establishing expectations.

**Narrator (1:03):**

The toolkit is broken down into three phases which provide a structured, yet flexible framework designed to help Title X grantee staff focus on specific tasks during each of the phases. Staff focus on specific tasks during each of the phases while onboarding generally unfolds over a period of approximately one year, timelines for each phase should remain somewhat flexible as each new subrecipient agency has unique strengths and needs.

**Narrator (1:27):**

During the first phase of the onboarding process, the grantee focuses on identifying

subrecipient staff and resources, communicating expectations to subrecipient staff, assessing subrecipient practices.

**Narrator (1:39):**

Using these assessment findings to develop work plans which provide a roadmap to achieving subrecipient and grantee goals during the second phase of onboarding.

**Narrator (1:49):**

The grantee provides training and technical assistance, supports the subrecipient in finalizing policies, procedures and clinical protocols, works collaboratively to help the subrecipient provide quality family planning services and compliance with Title X requirements, provides supportive monitoring and celebrate successes during the third and final phase of on boarding.

**Narrator (2:14):**

The grantee continues to work with the subrecipient to ensure they are set up to comply with Title X requirements in order to provide quality family planning services, closes out any outstanding items from phases one and two, establishes and communicates a plan for ongoing communication, monitoring, quality improvement activities and support before this phase is over to facilitate the onboarding process.

**Narrator (2:38):**

The RHNTC has created a toolkit that includes resources such as sample work plans and templates that are useful during each of the three phases. Grantees can modify these resources to meet the unique needs of each on boarding experience and to facilitate onboarding new subrecipient agencies aiming to provide client-centered, equitable, inclusive and accessible quality family planning services. Find resources, training and tools to get started at R H N T C dot org.

**Narrator (3:07):**

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