



## Scope of Work for Title X Sub-Recipients

The goal of the Converge Title X program is to ensure all Mississippians, especially low-income people, have access to quality, person-centered family planning services and related services when and where they need them.

Title X services include but are not limited to, contraceptives, preventative health counseling and education services, reproductive health-related testing, and screening and referrals. This document describes the scope of work for Title X sub-recipients and is a companion document to the Sub-Recipient Agreement. Please ensure that your organization is aware of the contract requirements for the following year.

**Goal #1:** Converge's Title X sub-recipient clinic network provides high-quality, person-centered care to Mississippians in need of family planning services, prioritizing people who are very low income.

**Objective #1:** Ensure that a broad range of acceptable and effective family planning methods (including natural family planning methods and basic infertility services) and related health services are made available at all designated Title X clinics *or* by referral.

### Activities

Sub-recipient clinics shall provide clinical services to Title X family planning clients.

Sub-recipients shall supply nursing and medical services, which shall include comprehensive health and social history and physical examination administered in accordance with all applicable Title X regulations, and all applicable nursing-medical policies or procedures, which have been or may be established by the Converge Title X Clinical Manual.

Sub-recipients shall supply a broad range of FDA-approved contraceptives and contraceptive information, and education regarding all family planning methods.

Sub-recipients shall provide clinical follow-up and provide referral services, as appropriate.

Sub-recipients shall receive an additional \$10,000 per clinic incentive per year for utilizing the Person-Centered Contraceptive Counseling Measure to assess patient satisfaction. More information will be provided about this activity during the virtual Post-Award meeting.

**Objective #2:** Sub-recipient clinics shall provide services to priority populations (very low-income people, adolescents, and people who identify as LGBTQIA).

### **Activities**

Sub-recipients shall utilize the Converge Title X Sliding Fee Scale for Title X services.

Sub-recipients shall not charge for any Title X family planning and related services provided to patients with incomes at or below 100% of the federal poverty level, as defined by the Office of Management and Budget (OMB).

Sub-recipients shall charge for Title X services to patients with incomes at 101-250% FPL based on the Converge Title X sliding fee scale model. The sub-recipient shall not deny services based on the patient's inability to pay any of the sliding fees.

Provide outreach services to at least one (1) organization designed to improve client recruitment, strengthen existing relationships or create new linkages.

Host at least one (1) community presentation (in-person or virtual) on a family planning-related topic annually.

Shall work toward or currently generate income through Medicaid reimbursement, third-party insurance payors, and other fundraising activities.

Converge sub-recipients shall offer clients printed resources and reference materials to support eligible clients to apply for Medicaid, the Mississippi Medicaid Family Planning Waiver, Marketplace coverage, and other coverage options.

Printed resource and referral materials shall be available for clients with Limited English Proficiency (LEP).

**Objective #3:** The sub-recipients shall maintain appropriate personnel to run the Title X program. Personnel who interact with Title X patients shall complete required Title X training

### **Activities**

Sub-recipient staff who interact with Title X patients shall follow personnel requirements as specified in the most recent Converge Clinical and Administrative Manual. Professional health care providers must be in compliance with State and Federal licensing requirements and regulations.

Each calendar year sub-recipients will send personnel to a virtual Title X orientation/post-award meeting. Personnel must include individuals with knowledge of clinical and administrative operations.

Personnel at sub-recipient clinic sites who interact with Title X clients shall complete required Title X trainings according to the following timeline:

- Once per project period (currently every 5 years): Cultural Competency in Family Planning E-Learning Course (all courses available at Reproductive Health National Training Center--RHNTC)

- Annually: Mandatory Child Abuse Reporting in Title X-Funded Family Planning Settings (RHNTC), Mississippi-Specific Laws on Child Abuse (Converge Connect); Identifying and Responding to Human Trafficking in Title X Settings (RHNTC); Counseling Adolescent Clients to Encourage family participation video (RHNTC); Counseling Adolescent Clients to Resist Sexual Coercion Video (RHNTC); Title X orientation E-Learning (RHNTC)
- Please see Attachment B for a full list of training requirements with links to courses.

Staff who interact with Title X patients shall use the “track your training” feature on the RHNTC website to document courses taken.

**Objective #4:** Sub-recipient staff will demonstrate compliance with Title X rules, regulations, and Converge Manuals through site visits and data submissions.

### **Activities**

Sub-recipient shall participate in an annual site visit (either clinical, administrative, financial, or chart) from Converge. Sub-recipient will collaborate with Converge staff to schedule these visits.

Sub-recipients shall submit required data regarding family planning visits. By the 30th day of every month, sub-recipient clinics shall report family planning user data for the prior month to the Converge/Ahlers data dashboard.

By January 15 of each calendar year, sub-recipient clinics will ensure all data from the previous calendar year is uploaded to the Converge/Ahlers data dashboard

Sub-recipients shall collaborate with Converge to ensure de-identified family planning data can be pulled directly from the electronic medical record to upload to data dashboard. Converge shall provide funding to support electronic medical record updates related to this request.

Sub-recipients shall participate in state-level evaluation efforts as requested by Converge.

The sub-recipient shall provide Converge with the annual Family Planning Expenditure/Revenue Reports by January 15 of the calendar year.

### **Additional Terms and Conditions**

Converge Title X clinical and administrative manuals may be updated periodically during the contract term. The sub-recipient will be notified of updates via email and is expected to comply with all updates.

Sub-recipient shall read and abide by rules and regulations described in the Converge Title X Administrative and Clinical Manuals. The services provided by the sub-recipient to the clients it serves shall be performed pursuant to law and in accordance with the prevailing medical standard of care for the same or similar medical, nursing and professional services.

The services provided shall also comply with applicable Title X regulations, incorporated and made part of this contract by reference, available at <https://opa.hhs.gov/grant-programs/title-x-service-grants/title-x-statutes->

[regulations-and-legislative-mandates](#) and the Converge Administrative Manual and Converge Clinical Manual and any applicable fiscal or administrative policies, laws, and regulations of the State or Federal government

Sub-recipient shall maintain compliance with the Health Insurance Portability and Accountability Act (HIPAA) and other relevant state and federal statutes protecting privacy and confidentiality of patient health information and medical records.

The sub-recipient shall uphold the Title X regulation that all adolescents, regardless of age, must be allowed services and may consent for their own visits. Title X service provision cannot be conditioned on parental consent or notification.

Sub-recipient shall keep confidential all information as to personal facts and circumstances about patients obtained by the project staff. Sub-recipient shall implement appropriate safeguards for confidentiality, including prohibiting providers from releasing a patient's individual information unless the provider has written authorization for the release, the release is necessary to provide services to the patient, or the state or federal law requires the release.

The sub-recipient shall ensure that all of their sub-recipients are fulfilling Title X requirements by embedding the Title X policy and guidelines into any sub-recipient MOU, contracts and interagency agreements.

Federal and State family planning funding cannot be the sole funder of any family planning program. The sub-recipient shall show a financial contribution of funds from either local, regional, grant, patient, Medicaid, or other third-party revenue.

The sub-recipient shall utilize program income generated from client fee collections and donations for family planning purposes only.

The sub-recipient shall ensure all necessary clinical staff complete the required trainings as noted in Attachment B.

Sub-recipient shall provide fiscal oversight for their grant from Converge and shall be solely responsible for compliance with all provisions and deliverables under this agreement.

Sub-recipient shall submit to the Converge Director of Clinical Services any subcontract or any fiscal agent agreement pertaining to this contract as soon as the agreement is in place.

The sub-recipient shall perform a cost analysis (every three years) for contraceptive items and services.

All of these requirements included in the annual scope of work are monitored and reported through the following Converge Title X tools:

- Family Planning Site Visits (Clinical, Financial and Administrative)
- Sub-recipient quarterly report
- Monthly reports to online Ahlers data dashboard

## Attachment A 2022 Sliding Fee Scale for Title X Services

Converge 2022 Sliding Fee Scale by Monthly Income								
Family Size	0-100% FPL	101-125% FPL	126-150% FPL	151-175% FPL	176-200% FPL	201-225% FPL	226-250% FPL	251% FPL and greater
	No Charge	Patient pays 10%	Patient Pays 25%	Patient pays 40%	Patient pays 55%	Patient pays 70%	Patient pays 85%	Full Pay
1	0-1133	1144-1416	1427-1699	1710-1982	1993-2265	2276-2548	2559-2831	2843
2	0-1526	1541-1907	1923-2289	2304-2670	2686-3052	3067-3433	3448-3815	3830
3	0-1919	1938-2399	2418-2879	2898-3359	3378-3838	3858-4318	4337-4798	4817
4	0-2313	2336-2891	2914-3469	3492-4047	4070-4625	4648-5203	5226-5781	5804
5	0-2706	2733-3382	3409-4059	4086-4735	4762-5412	5439-6088	6115-6765	6792
6	0-3099	3130-3874	3905-4649	4680-5424	5455-6198	6229-6973	7004-7748	7779
7	0-3493	3527-4366	4401-5239	5274-6112	6147-6985	7020-7858	7893-8731	8766
8	0-3886	3925-4857	4896-5829	5868-6800	6839-7772	7811-8743	8782-9715	9753
<b>Each additional person, add \$393.33/month</b>								
<b>Same scale must be applied to labs, medications, and supplies related to Title X services</b>								
<b>At or below 100% FPL, patient must not be charged for Title X services</b>								

**Attachment B  
Required Title X Trainings**

**Per Project Period**

(complete once during the 5 year project period of 2022-2027)

Cultural Competency in Family Planning E-Learning Course (RHNTC)  
<https://rhntc.org/resources/cultural-competency-family-planning-care-elearning>

**Annual (April-March of Each Year)**

Mandatory Child Abuse Reporting in Title X-Funded Family Planning Settings (RHNTC)  
<https://rhntc.org/resources/mandatory-child-abuse-reporting-title-x-funded-family-planning-settings-instructions>

Mississippi-Specific Laws on Child Abuse (Converge Connect)

Identifying and Responding to Human Trafficking in Title X Settings (RHNTC)  
<https://rhntc.org/resources/identifying-and-responding-human-trafficking-title-x-settings-elearning-course>

Counseling Adolescent Clients to Resist Sexual Coercion Video (RHNTC)  
<https://rhntc.org/resources/counseling-adolescent-clients-resist-sexual-coercion-video>

Title X Orientation E-Learning (RHNTC)  
<https://rhntc.org/resources/title-x-orientation-program-requirements-title-x-funded-family-planning-projects>

**\*For RHNTC courses, please use the Track Your Training feature to document trainings.**

**\*Converge Connect course will automatically save your course after you complete it.**