

Michigan Title X Family Planning Program Staff Training Job Aid

Training Topics	Required Frequency	Staff Participation	Training Resources
<p>Orientation & Onboarding (8.6.2) All new staff must receive orientation to the Title X Family Planning Program, including these basic tenets of Title X:</p> <ul style="list-style-type: none"> A. Services include a broad range of medically approved family planning methods and services including related preventive health care. B. Services are voluntary, provided without any coercion or prerequisites. C. Services are confidential except when disclosure is required by law. D. Services are client-centered, culturally, and linguistically appropriate, inclusive, and trauma-informed, respecting the dignity of the individual client with their values driving their care. E. Services are equitable, high quality and consistent with national standards of care; and no one is denied services regardless of ability to pay. F. Services do not discriminate against any client based on religion, race, color, national origin, disability, age, sex, sexual orientation, gender identity, sex characteristics, number of pregnancies, or marital status. G. Title X programs prioritize services to low-income and under-served populations. H. Services are adolescent-friendly and provided to minors without parental consent or disclosure and comply with Title X Legislative mandates. I. Title X programs must comply with state laws on mandated reporting. J. Services must not include abortion as a method of family planning. However, pregnant clients must be offered information and counseling regarding all pregnancy options and referrals provided upon request including: <ul style="list-style-type: none"> a) Prenatal care and delivery, b) Infant care, foster care, or adoption c) Pregnancy termination K. Orientation must also include staff review of the implementation procedures of the project, including agency Title X policies and procedures. 	<p style="text-align: center;">Should be completed within first 12 months</p>	<p style="text-align: center;">All New Title X Staff Staff must complete the required training resources listed.</p>	<p><u>Required Training Resources:</u> Title X Orientation: Program Requirements for Title X Funded Family Planning Projects eLearning RHNTC</p>
	<p style="text-align: center;">If new Title X staff need additional training to support high-quality service delivery, select topics from the recommended training resources, as needed.</p>	<p style="text-align: center;">All New Title X Staff</p>	<p><u>Recommended Training Resources:</u> Cultural Competency in Family Planning Care eLearning RHNTC Introduction to the Quality Family Planning Recommendations RHNTC Introduction to Reproductive Anatomy and Physiology eLearning RHNTC Determining Your Client's Need for Services and Discussing Reproductive Goals eLearning RHNTC Client-Centered Reproductive Goals and Counseling Flow Chart RHNTC Contraceptive Counseling and Education eLearning RHNTC Pregnancy Testing and Counseling eLearning RHNTC Exploring All Options: Pregnancy Counseling Without Bias RHNTC Adoption as an Option in Family Planning Settings Webinar RHNTC Support for Achieving a Healthy Pregnancy eLearning RHNTC Sexually Transmitted Infections Services eLearning RHNTC</p> <p>MDHHS Contraceptive Counseling Modules - Course Title: Family Planning Contraceptive Counseling; Catalog ID#: FP-01-2023</p> <p>Local Agency Clinical Protocols for Family Planning (<i>MDHHS Standards and Guidelines, 8.6.2(k)</i>)</p>

Michigan Title X Family Planning Program Staff Training Job Aid

Training Topics	Required Frequency	Staff Participation	Training Resources
<p>Family Involvement & Coercion (8.6.3) Title X legislative mandates require the encouragement of family involvement in the decisions of minors to seek family planning services and on counseling of minors on how to resist being coerced into engaging in sexual activities.</p>	<p>Every Year</p>	<p>All Title X Staff</p> <p>Staff must complete the required training resources listed.</p>	<p><u>Required Training Resources:</u> Counseling Adolescent Clients to Encourage Family Participation Video RHNTC Counseling Adolescent Clients to Resist Sexual Coercion Video RHNTC</p> <p><u>Recommended Training Resources:</u> Local Agency Adolescent Health Services Policy/Procedure In-Service Training</p>
<p>Bloodborne Pathogens (8.6.4) OSHA regulations require agency staff be trained on the prevention, transmission, and infection control of sexually transmitted infections, including HIV in health care settings.</p>	<p>Per Local Agency Policy</p>	<p>All Title X Staff</p> <p>Staff must complete the required training resources listed.</p>	<p><u>Required Training Resources:</u> Local Agency Bloodborne Pathogens In-Service Training</p>
<p>Emergency Management (8.6.5) OSHA regulations require agency staff be trained on and understand their role in emergency or natural disasters.</p>	<p>Per Local Agency Policy</p>	<p>All Title X Staff</p> <p>Staff must complete the required training resources listed.</p>	<p><u>Required Training Resources:</u> Local Agency Emergency Management Procedures In-Service Training</p>
<p>Health Equity, Inclusive Access to Care, and the Unique Social Practices, Customs, and Beliefs of Under-Served Populations (8.6.6) Title X regulations require staff be trained on health equity, inclusive access to care, and the unique social practices, customs, and beliefs of under-served populations.</p>	<p>Every Two Years</p>	<p>All Title X Staff</p> <p>Staff must complete one of the recommended training resources listed to satisfy this training requirement.</p>	<p><u>Recommended Training Resources:</u> Introducing Reproductive Health Services to Male Clients Podcast RHNTC The Need for Accepting & Affirming Care in Title X Settings RHNTC Responsive Practice: Providing Health Care and Screening to Individuals with Disabilities Responsive Practice: Accessible & Adaptive Communication Addressing Weight Stigma & Bias in Sexual Reproductive Health Care Webinar RHNTC Reproductive Justice Curriculum UofM OB/GYN Health Equity, Implicit Bias, Stigma, Antiracism Training Resources MDHHS Presentation/Training by Local Community-Based Agency for Vulnerable/Under-Served Populations</p>

Michigan Title X Family Planning Program Staff Training Job Aid

Training Topics	Required Frequency	Staff Participation	Training Resources
<p>Mandated Reporting & Human Trafficking (8.6.7) Title X legislative mandates require state laws requiring notification or reporting of child abuse, child molestation, sexual abuse, rape, or incest be followed.</p>	<p>Every Year</p>	<p>All Title X Staff</p> <p>Staff must complete the required training resources listed.</p>	<p>Required Training Resources: MDHHS Title X Mandated Reporting Training Trauma-Informed Mandatory Child Abuse Reporting in a Family Planning Setting Video RHNTC Local Agency Mandated Reporting Policy/Procedure</p> <p>Identifying and Responding to Human Trafficking in Title X Settings eLearning Course RHNTC* Local Agency Human Trafficking Policy/Procedure</p> <p>Recommended Training Resources: Human Trafficking Training for Michigan Health Professionals*</p> <p>*For Human Trafficking: local agencies may choose to complete either the Reproductive Health National Training Center (RHNTC) eLearning Course or the Training for Michigan Health Professionals to satisfy this training requirement. Alternating between these training resources on an annual basis is recommended.</p>
<p>Nature & Safety of Pharmaceuticals (8.6.8) Under Michigan pharmacy law, staff involved with dispensing medications must be trained on required legal and safety procedures regarding the dispensing of pharmaceuticals within the clinic setting.</p>	<p>Every Two Years</p>	<p>Providers and Nurses</p> <p>Staff must complete the required training resources listed.</p>	<p>Required Training Resources: MDHHS Training on Legal & Safety Procedures for Pharmaceuticals in Michigan (Currently Under Development)</p> <p>Recommended Training Resources: Local Agency Pharmaceutical and Title X 340B Policy/Procedures</p>