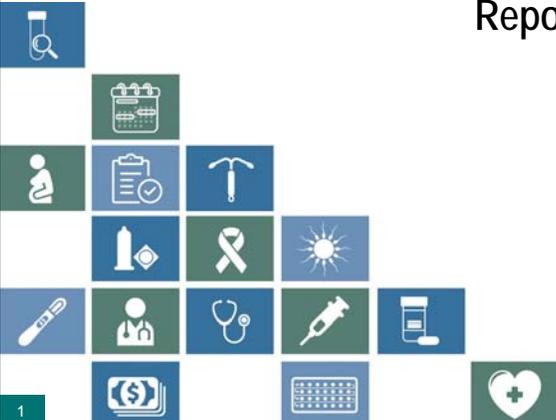


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# Understanding the Title 10 Family Planning Annual Report (FPAR) Reporting Requirement



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1

1

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## Acknowledgments

This video was developed by RTI International  
under a contract from the  
U.S. Department of Health and Human Services  
Office of Population Affairs

(No. HHSP233201500039I/75P00119F37024)

2

2

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## Topics

- FPAR reporting requirement
  - Purpose
  - Uses of FPAR data
- FPAR data flow and compilation
  - Service sites → Subrecipients
  - Subrecipients → Grantees
  - Grantees → OPA
- Key FPAR terms and definitions
- Structure of FPAR tables
- Rationale for collecting data

3

3

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## FPAR Reporting Guidance

- *Title 10 Family Planning Annual Report (FPAR): Forms & Instructions*

<https://www.hhs.gov/opa/title-x-family-planning/fp-annual-report/forms-and-instructions/index.html>

Form Approved  
OMB No. 0930-0121  
GSA Gen. Inv. 01-11-0003

TITLE X  
FAMILY PLANNING  
ANNUAL REPORT

\*\*\*\*\*

**FORMS AND INSTRUCTIONS**

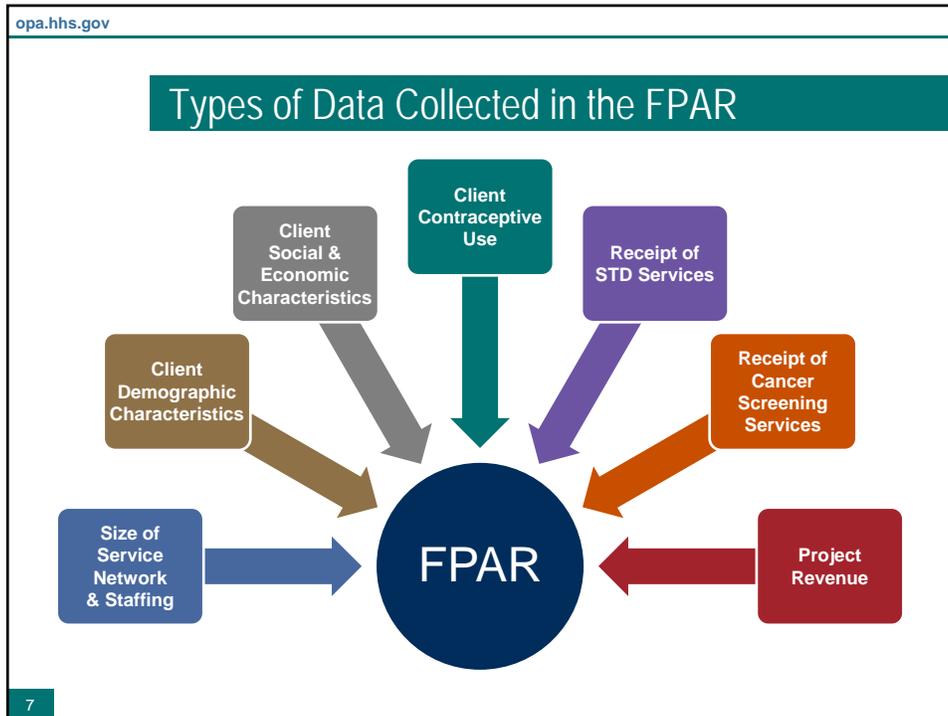
U.S. Department of Health and Human Services  
Office of the Assistant Secretary for Health  
Office of Population Affairs

REISSUED OCTOBER 2016

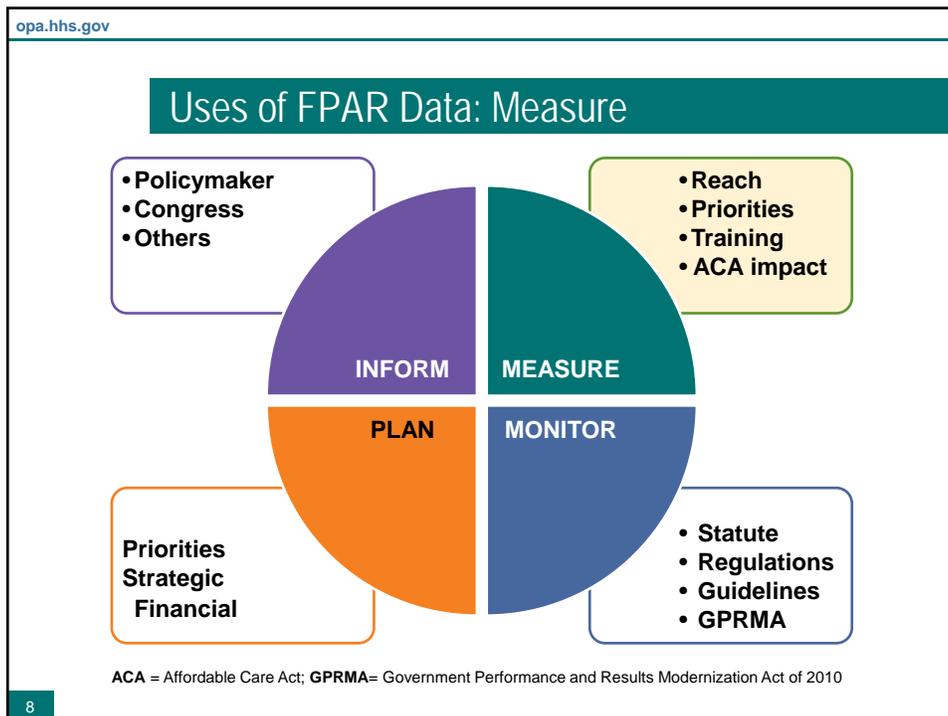
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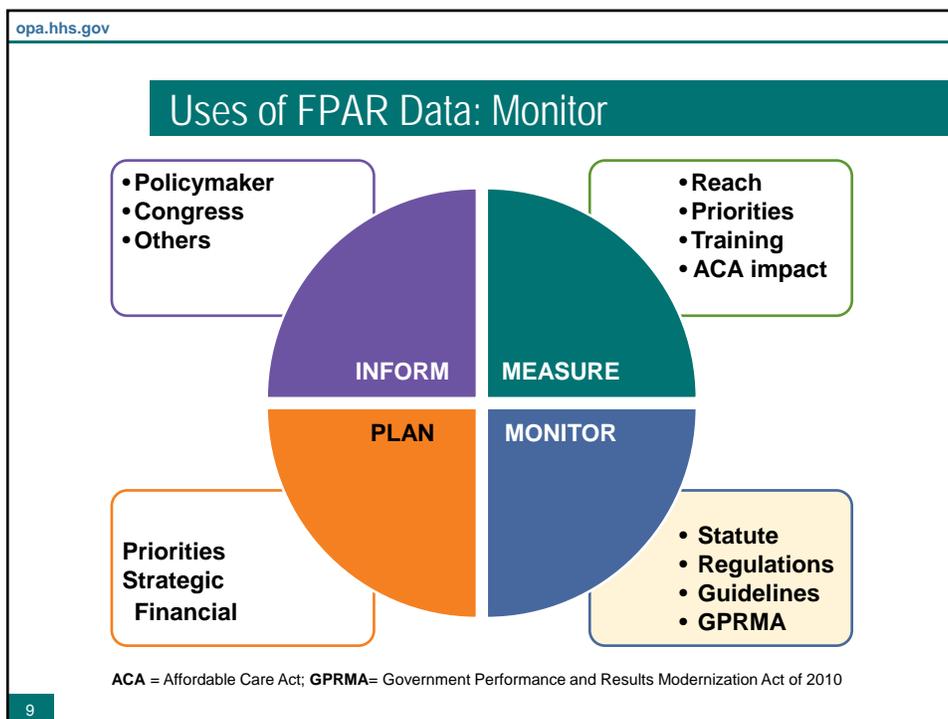




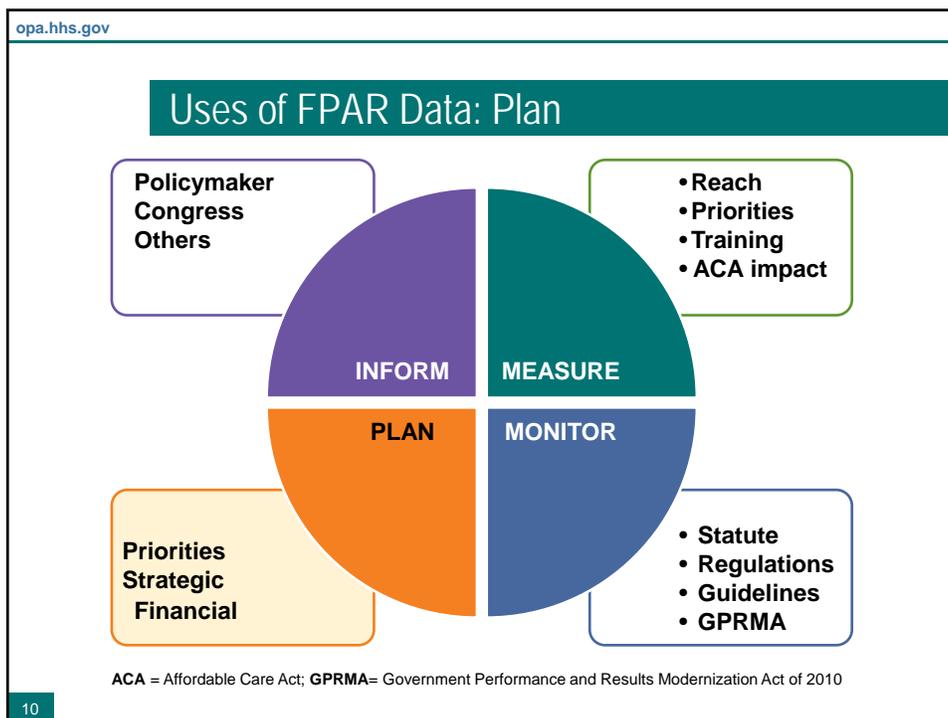
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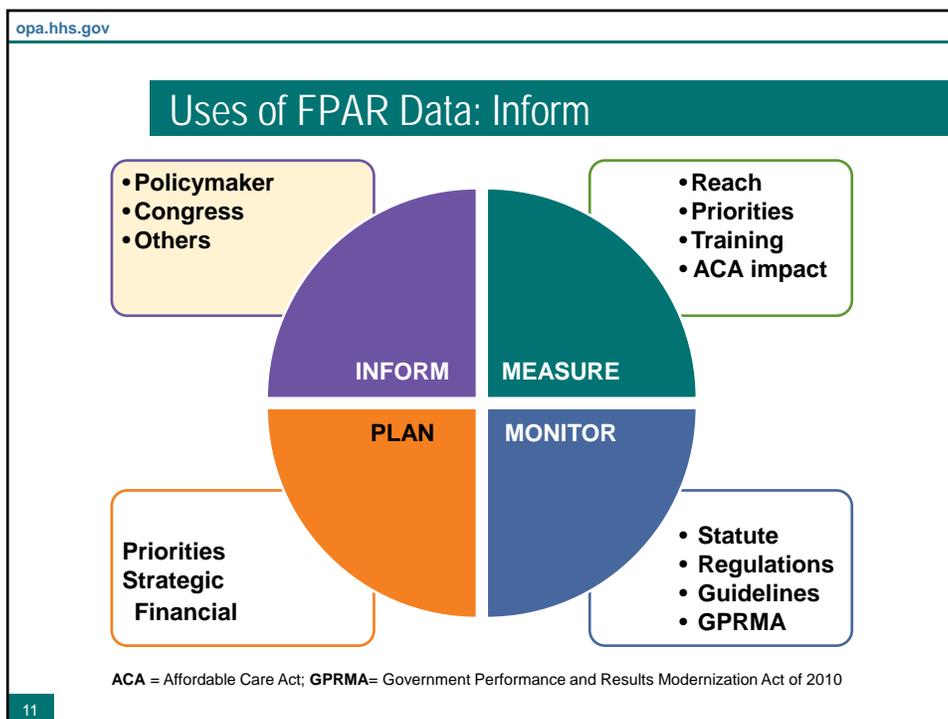
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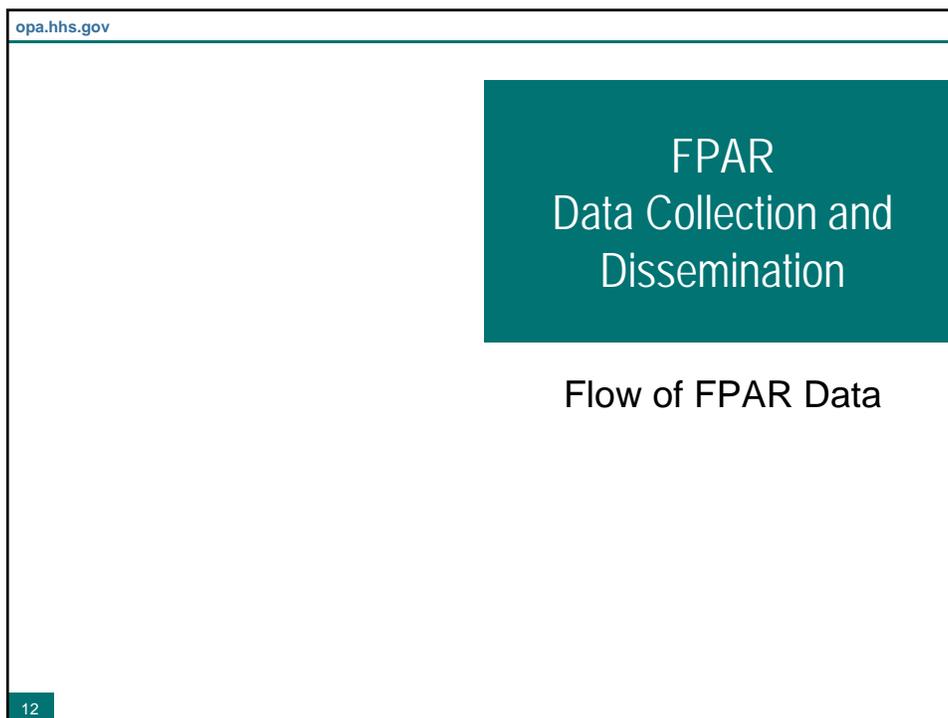
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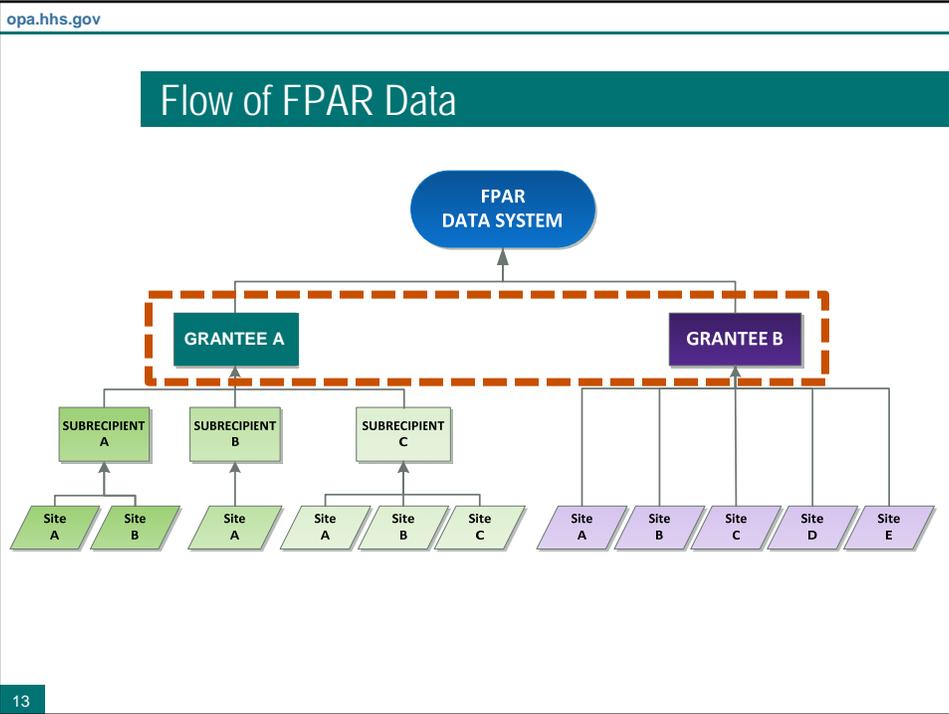
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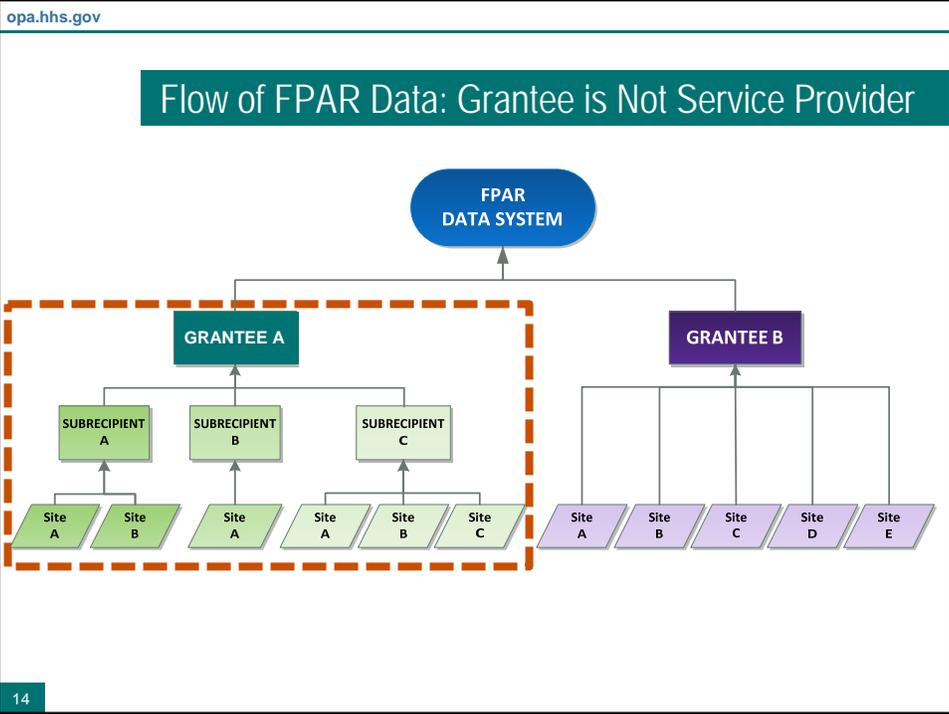
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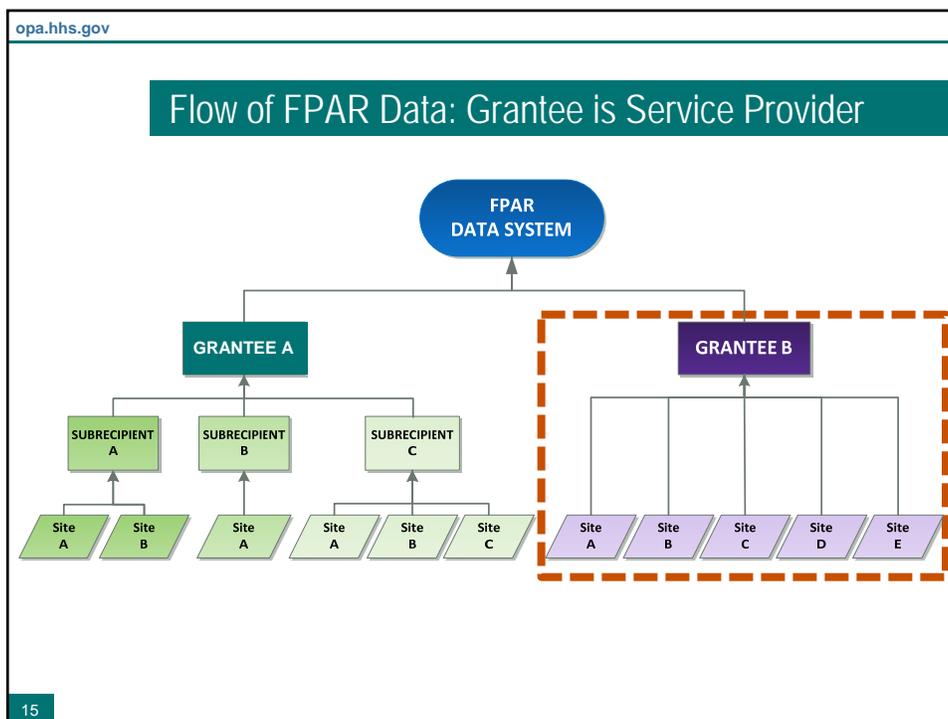
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16

16

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## Key FPAR Terms and Definitions

- Users
- Encounters
- Clinical and Other  
Providers
- Service Site
- Medical Record

17

17

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## Benefits of Key Terms and Definitions

- Ensure uniform reporting by...
 


- Allow for compilation and comparisons
- Give OPA confidence to use FPAR data for important planning, monitoring, and reporting functions

18

18

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## Family Planning User

- An individual who has **at least one family planning encounter** at a **Title 10 service site** during the reporting period
- May be counted as a family planning user **only once** during a reporting period
- User = Client



19

19

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## Family Planning Encounter

- **Documented** and **face-to-face** contact between an individual and a family planning provider that **takes place in a Title 10 service site**
- Purpose is to provide family planning services to individuals who want to avoid unintended pregnancies or achieve intended pregnancies
- One encounter per visit
- Type determined by provider with highest training:
  - Encounter with a clinical services provider
  - Encounter with other services provider

20

20

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## Family Planning Provider

- Assumes **primary responsibility**
  - Assesses client
  - Documents services
- Exercises **independent judgment** as to the services rendered
- Two types:
  - Clinical services provider
  - Other services provider

21

21

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## Clinical Services Providers (CSPs)

- Provide services relating to contraceptive method, general reproductive health, or infertility treatment
  - Clinical services
  - Education and counseling
  - Referral and follow-up
- CSPs include physicians, physician assistants, nurse practitioners, certified nurse midwives, and “other”
- Other CSP
  - Registered nurse with expanded scope of practice
  - Trained and permitted by state regulations to perform all aspects of physical assessment

22

22

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## Other Services Providers

- Provide education, counseling, referral, and follow-up
- May...
  - Perform or obtain samples for routine laboratory tests
  - Give contraceptive injections
  - Perform clinical procedures that are part of a physical assessment (BP check)
- Examples:
  - Registered, public health, or licensed practical nurses
  - Certified nurse assistants or clinic aides
  - Health educators or social workers

23

23

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## Family Planning Service Site

- Established unit where...
  - Grantee or subrecipient staff provide Title 10 services in compliance with Title 10 *Program Guidelines*
  - Some encounters are [family planning encounters](#)
- Examples
  - Clinics
  - Hospital outpatient departments
  - Homeless shelters
  - Schools
  - Detention or correctional facilities
  - Other (e.g., mobile clinic)

24

24

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## Client Medical Record or Client Record

- Provider must establish a client medical record or client record for every client
- Confidential
- Accessible only to authorized staff
- Secured and protected
- Key source of client data for FPAR reporting

25

25

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## Client Medical Record

- Required for clients who receive clinical, screening, or laboratory services
- Must contain information to
  - Identify the client
  - Indicate where and how to contact the client
  - Justify the clinical impression or diagnosis
  - Warrant the treatment and end results
- Consult *FPAR Forms and Instructions*

26

26

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## Client Record

- Required for clients who receive **no clinical services**
- Must contain information to
  - Identify client
  - Indicate where/how client can be contacted
  - Fully documents encounter
  - Fulfill required FPAR reporting
    - Age, sex, ethnicity, race
    - Income, insurance, English proficiency
    - Primary contraceptive method

27

27

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## Title 10 Service Network Characteristics

Grantee Profile Cover Sheet

Grantee Name and Contact  
State of Operations  
Subrecipient Count  
Service Site Count

28

28

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### Grantee Profile Cover Sheet

Grantee Legal Name	Name 		
Address of Grantee Administrative Offices	Street		
	City		
	State	ZIP + 4	-
Title X Project Director	Name 		
	Title 		
	E-Mail		
Grantee Contact (Person completing FPAR)	Name 		
	Title 		
	E-Mail		
Number of Subrecipients Supported by the Title X Grant			
Number of Family Planning Service Sites Supported by the Title X Grant			<input type="checkbox"/> Check if total number of sites is different from application

29

29

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### Grantee Profile Cover Sheet

Grantee Legal Name	Name		
Address of Grantee Administrative Offices	Street		
	City		
	State	ZIP + 4	-
Title X Project Director	Name		
	Title		
	E-Mail		
Grantee Contact (Person completing FPAR)	Name		
	Title		
	E-Mail		
Number of Subrecipients Supported by the Title X Grant			
Number of Family Planning Service Sites Supported by the Title X Grant			<input type="checkbox"/> Check if total number of sites is different from application

30

30

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## Client Characteristics

Tables 1–6

Sex and Age  
 Ethnicity and Race  
 Income  
 Health Insurance  
 English Proficiency

31

31

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**FPAR TABLE 1**  
Unduplicated Number of Family Planning Users by Age Group and Sex

Age Group (Years)	Female Users (A)	Male Users (B)	Total Users (C)
1 Under 15			
2 15 to 17			
3 18 to 19			
4 20 to 24			
5 25 to 29			
6 30 to 34			
7 35 to 39			
8 40 to 44			
9 Over 44			
10 <b>Total Users</b>			

32

32

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**FPAR TABLE 1**  
**Unduplicated Number of Family Planning Users by Age Group and Sex**

Age Group (Years)	Female Users (A)	Male Users (B)	Total Users (C)
1 Under 15			
2 15 to 17			
3 18 to 19			
4 20 to 24			
5 25 to 29			
6 30 to 34			
7 35 to 39			
8 40 to 44			
9 Over 44			
10 <b>Total Users</b>			

33

33

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**FPAR TABLE 2**  
**Unduplicated Number of Female Family Planning Users by Race and Ethnicity**

Race	Hispanic or Latino (A)	Not Hispanic or Latino (B)	Unknown/ Not Reported (C)	Total Female Users (D)
1 American Indian or Alaska Native				
2 Asian				
3 Black or African American				
4 Native Hawaiian or Other Pacific Islander				
5 White				
6 More than one race				
7 Unknown/not reported				
8 <b>Total Female Users</b>				

34

34

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**FPAR TABLE 3**  
**Unduplicated Number of Male Family Planning Users by Race and Ethnicity**

Race		Hispanic or Latino (A)	Not Hispanic or Latino (B)	Unknown/Not Reported (C)	Total Female Users (D)
1	American Indian or Alaska Native	↑	↑		
2	Asian				
3	Black or African American				
4	Native Hawaiian or Other Pacific Islander				
5	White				
6	More than one race				
7	Unknown/not reported				
8	<b>Total Male Users</b>				

35

35

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**FPAR TABLE 4**  
**Unduplicated Number of Family Planning Users by Income Level**

Income Level as a Percentage of the HHS Poverty Guidelines		Number of Users (A)
1	100% and below	
2	101% to 150%	
3	151% to 200%	
4	201% to 250%	
5	Over 250%	
6	Unknown/not reported	
7	<b>Total Users</b>	

36

36

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**FPAR TABLE 4**  
**Unduplicated Number of Family Planning Users by Income Level**

Income Level as a Percentage of the HHS Poverty Guidelines		Number of Users (A)
1	100% and below	
2	101% to 150%	
3	151% to 200%	
4	201% to 250%	
5	Over 250%	
6	Unknown/not reported	
7	<b>Total Users</b>	

Annotations: A red bracket groups rows 1, 2, 3, and 4, with a callout box labeled "No charge" pointing to row 1 and "Schedule of discounts" pointing to row 3. A red arrow points to row 5.

37

37

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**FPAR TABLE 5**  
**Unduplicated Number of Family Planning Users by Principal Health Insurance Coverage Status**

Principal Health Insurance Covering Primary Medical Care	Number of Users (A)
1 Public health insurance covering primary medical care	
2 Private health insurance covering primary medical care	
3 Uninsured (no public or private health insurance)	
4 Unknown/not reported	
5 <b>Total Users</b>	

38

38

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**FPAR TABLE 5**  
**Unduplicated Number of Family Planning Users by Principal Health Insurance Coverage Status**

Principal Health Insurance Covering Primary Medical Care		Number of Users (A)
1	Public health insurance covering primary medical care	<b>Insured</b>
2	Private health insurance covering primary medical care	
3	Uninsured (no public or private health insurance)	<b>Uninsured</b>
4	Unknown/not reported	
5	<b>Total Users</b>	

39

39

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**FPAR TABLE 6**  
**Unduplicated Number of Family Planning Users with Limited English Proficiency (LEP)**

Limited English Proficiency Status		Number of Users (A)
1	LEP users	
2	Not LEP users	
3	Unknown/not reported	
4	<b>Total Users</b>	

40

40

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**FPAR TABLE 6**  
**Unduplicated Number of Family Planning Users with Limited English Proficiency (LEP)**

Limited English Proficiency Status		Number of Users (A)
1	LEP users } <b>LEP</b>	
2	Not LEP users } <b>Not LEP</b>	
3	Unknown/not reported	
4	<b>Total Users</b>	

41

41

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## Female and Male Contraceptive Use

Tables 7-8

Female Users by Method  
 Male Users by Method

42

42

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**FPAR TABLE 7**  
**Unduplicated Number of Female Family Planning Users by Primary Method and Age Group**

Primary Method	Under 15 (A)	15 to 17 (B)	18 to 19 (C)	20 to 24 (D)	25 to 29 (E)	30 to 34 (F)	35 to 39 (G)	40 to 44 (H)	Over 44 (I)	Total Female Users (J)
1 Female sterilization										
2 IUD or IUS										
3 Hormonal implant										
13 FAM or LAM or hormonal implant										
14 Abstinence										
15 Withdrawal or other										
<b>Rely on Male Method</b>										
16 Vasectomy										
17 Male condom										
<b>No Method</b>										
18 Pregnant/seeking pregnancy										
19 Other reason										
<b>Unknown/Not Reported</b>										
20 Unknown/not reported										
21 <b>Total Female Users</b>										

IUD=Intrauterine Device. IUS=Intrauterine System. FAM=Fertility Awareness Method. LAM=Lactational Amenorrhoea Method.

43

43

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**FPAR TABLE 7**  
**Unduplicated Number of Female Family Planning Users by Primary Method and Age Group**

Primary Method	Under 15 (A)	15 to 17 (B)	18 to 19 (C)	20 to 24 (D)	25 to 29 (E)	30 to 34 (F)	35 to 39 (G)	40 to 44 (H)	Over 44 (I)	Total Female Users (J)
1 Female sterilization										
2 IUD or IUS										
3 Hormonal implant										
13 FAM or LAM or hormonal implant										
14 Abstinence										
15 Withdrawal or other										
<b>Rely on Male Method</b>										
16 Vasectomy										
17 Male condom										
<b>No Method</b>										
18 Pregnant/seeking pregnancy										
19 Other reason										
<b>Unknown/Not Reported</b>										
20 Unknown/not reported										
21 <b>Total Female Users</b>										

IUD=Intrauterine Device. IUS=Intrauterine System. FAM=Fertility Awareness Method. LAM=Lactational Amenorrhoea Method.

44

44

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**FPAR TABLE 7**  
Unduplicated Number of Female Family Planning Users by Primary Method and Age Group

Primary Method	Under 15 (A)	15 to 17 (B)	18 to 19 (C)	20 to 24 (D)	25 to 29 (E)	30 to 34 (F)	35 to 39 (G)	40 to 44 (H)	Over 44 (I)	Total Female Users (J)
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2 IUD or IUS										
3 Hormonal implant										
13 FAM or LAM or hormonal implant										
14 Abstinence										
15 Withdrawal or other										
<b>Rely on Male Method</b>										
16 Vasectomy										
17 Male condom										
<b>No Method</b>										
18 Pregnant/seeking pregnancy										
19 Other reason										
<b>Unknown/Not Reported</b>										
20 Unknown/not reported										
21 <b>Total Female Users</b>										

IUD=Intrauterine Device. IUS=Intrauterine System. FAM=Fertility Awareness Method. LAM=Lactational Amenorrhea Method.

45

45

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**FPAR TABLE 8**  
Unduplicated Number of Male Family Planning Users by Primary Method and Age Group

Primary Method	Under 15 (A)	15 to 17 (B)	18 to 19 (C)	20 to 24 (D)	25 to 29 (E)	30 to 34 (F)	35 to 39 (G)	40 to 44 (H)	Over 44 (I)	Total Male Users (J)
1 Vasectomy										
2 Male condom										
3 FAM										
4 Abstinence										
5 Withdrawal or other										
<b>Rely on Female Method</b>										
6 Rely on female method(s)										
<b>No Method</b>										
7 Partner pregnant/seeking pregnancy										
8 Other reason										
<b>Unknown/Not Reported</b>										
9 Unknown/not reported										
10 <b>Total Male Users</b>										

FAM=Fertility Awareness Method

46

46

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**FPAR TABLE 8**  
**Unduplicated Number of Male Family Planning Users by Primary Method and Age Group**

Primary Method	Under 15 (A)	15 to 17 (B)	18 to 19 (C)	20 to 24 (D)	25 to 29 (E)	30 to 34 (F)	35 to 39 (G)	40 to 44 (H)	Over 44 (I)	Total Male Users (J)
1 Vasectomy										
2 Male condom										
3 FAM										
4 Abstinence										
5 Withdrawal or other										
<b>Rely on Female Method</b>										
6 Rely on female method(s)										
<b>No Method</b>										
7 Partner pregnant/seeking pregnancy										
8 Other reason										
<b>Unknown/Not Reported</b>										
9 Unknown/not reported										
10 <b>Total Male Users</b>										

FAM=Fertility Awareness Method

47

47

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**FPAR TABLE 8**  
**Unduplicated Number of Male Family Planning Users by Primary Method and Age Group**

Primary Method	Under 15 (A)	15 to 17 (B)	18 to 19 (C)	20 to 24 (D)	25 to 29 (E)	30 to 34 (F)	35 to 39 (G)	40 to 44 (H)	Over 44 (I)	Total Male Users (J)
1 Vasectomy										
2 Male condom										
3 FAM										
4 Abstinence										
5 Withdrawal or other										
<b>Rely on Female Method</b>										
6 Rely on female method(s)										
<b>No Method</b>										
7 Partner pregnant/seeking pregnancy										
8 Other reason										
<b>Unknown/Not Reported</b>										
9 Unknown/not reported										
10 <b>Total Male Users</b>										

FAM=Fertility Awareness Method

48

48

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## Cancer Screening

Tables 9–10

**Cervical Cancer Screening**  
**Breast Cancer Screening**

49

49

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**FPAR TABLE 9**  
**Cervical Cancer Screening Activities**

	Screening Activity	Female Users or Number of Tests (A)
1	Unduplicated number of female users who obtained a Pap test	
2	Number of Pap tests performed	
3	Number of Pap tests with an ASC or higher result	
4	Number of Pap tests with an HSIL or higher result	

**ASC**=atypical squamous cells (ASC); **HSIL**=high-grade squamous intraepithelial lesion

50

50

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**FPAR TABLE 9**  
**Cervical Cancer Screening Activities**

Screening Activity	Female Users or Number of Tests (A)
1 Unduplicated number of female users who obtained a Pap test	} <b>Female users</b>
2 Number of Pap tests performed	
3 Number of Pap tests with an ASC or higher result	} <b>Tests</b>
4 Number of Pap tests with an HSIL or higher result	

**ASC**=atypical squamous cells (ASC); **HSIL**=high-grade squamous intraepithelial lesion

51

51

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**FPAR TABLE 10**  
**Clinical Breast Exams and Referrals**

Screening Activity	Number of Female Users (A)
1 Unduplicated number of female users who received a clinical breast exam (CBE)	
2 Unduplicated number of female users referred for further evaluation based on their CBE	

52

52

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**FPAR TABLE 10  
Clinical Breast Exams and Referrals**

Screening Activity		Number of Female Users (A)
1	Unduplicated number of female users who received a clinical breast exam (CBE)	<b>Users</b>
2	Unduplicated number of female users referred for further evaluation based on their CBE	<b>Users referred</b>

53

53

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## Sexually Transmitted Disease Screening and Testing

Tables 11–12

Chlamydia

Gonorrhea

Syphilis

HIV

54

54

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**FPAR TABLE 11**  
Unduplicated Number of Family Planning Users Tested for Chlamydia by Age Group and Sex

Age Group (Years)	Female Users (A)	Male Users (B)
1 Under 15		
2 15 to 17		
3 18 to 19		
4 20 to 24		
5 25 and over		
6 <b>Total Users</b>		

55

55

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**FPAR TABLE 11**  
Unduplicated Number of Family Planning Users Tested for Chlamydia by Age Group and Sex

Age Group (Years)	Female Users (A)	Male Users (B)
1 Under 15		
2 15 to 17		
3 18 to 19		
4 20 to 24		
5 25 and over		
6 <b>Total Users</b>		

56

56

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**FPAR TABLE 12**  
**Number of Tests for Gonorrhea, Syphilis, and HIV and Number of Positive Confidential HIV Tests**

Test Type	Female Tests (A)	Male Tests (B)	Total Tests (C)
1 Gonorrhea			
2 Syphilis			
3 HIV – All confidential tests			
4 HIV – Positive confidential tests			
5 HIV – Anonymous tests			

57

57

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**FPAR TABLE 12**  
**Number of Tests for Gonorrhea, Syphilis, and HIV and Number of Positive Confidential HIV Tests**

Test Type	Female Tests (A)	Male Tests (B)	Total Tests (C)
1 Gonorrhea	↑	↑	
2 Syphilis			
3 HIV – All confidential tests			
4 HIV – Positive confidential tests			
5 HIV – Anonymous tests			

58

58

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## Provider Staffing and Service Use

### Table 13

Clinical Staff FTEs  
Encounters

59

59

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**FPAR TABLE 13**  
**Number of Full-Time Equivalent Clinical Services Providers and Family Planning Encounters by Type of Provider**

Provider Type	Number of FTEs (A)	Number of Family Planning Encounters (B)
<b>1 Clinical Services Providers</b>		
1a Physicians	<b>FTEs</b>	
1b Physician assistants/nurse practitioners/certified nurse midwives		
1c Registered nurses with an expanded scope of practice who are trained and permitted by state-specific regulations to perform all aspects of the user physical assessment		
<b>2 Other Services Providers</b>		
<b>3 Total Family Planning Encounters</b>		

60

60

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**FPAR TABLE 13**  
**Number of Full-Time Equivalent Clinical Services Providers and Family Planning Encounters by Type of Provider**

Provider Type	Number of FTEs (A)	Number of Family Planning Encounters (B)
<b>1 Clinical Services Providers</b>		
1a Physicians		
1b Physician assistants/nurse practitioners/certified nurse midwives		
1c Registered nurses with an expanded scope of practice who are trained and permitted by state-specific regulations to perform all aspects of the user physical assessment		
<b>2 Other Services Providers</b>		
<b>3</b>	<b>Total Family Planning Encounters</b>	

61

61

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Project Revenue

Table 14

Title 10

Client Collections

Third-Party Payments

State/Local Government

Other

62

62

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**FPAR TABLE 14  
Revenue Report**

Revenue Source	Amount	
<b>Title X</b>		
1 Title X grant (Section 1001: family planning services)		
<b>Payment for Services</b>		
2 Total client collections/self-pay		
3 Third-party payers	Amount Prepaid (A)	Amount Not Prepaid (B)
3a Medicaid (Title XIX)		
5 Medicare (Title XVII) Payment for Services		
<b>Other Revenue</b>		
6 Title V (MCH Block Grant)		
7 Title XX (Social Services Block Grant)		
8 Temporary Assistance for Needy Families (TANF)		
9 Local government revenue		
10 State government revenue		
15 Other (Specify: _____)		
16 Other (Specify: _____)		
17 Total – Other Revenue		
18 Total Revenue (sum rows 1 + 5 + 17)		

63

63

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**FPAR TABLE 14  
Revenue Report**

Revenue Source	Amount	
<b>Title X</b>		
1 Title X grant (Section 1001: family planning services)		
<b>Payment for Services</b>		
2 Total client collections/self-pay		
3 Third-party payers	Amount Prepaid (A)	Amount Not Prepaid (B)
3a Medicaid (Title XIX)		
5 Medicare (Title XVII) Payment for Services		
<b>Other Revenue</b>		
6 Title V (MCH Block Grant)		
7 Title XX (Social Services Block Grant)		
8 Temporary Assistance for Needy Families (TANF)		
9 Local government revenue		
10 State government revenue		
15 Other (Specify: _____)		
16 Other (Specify: _____)		
17 Total – Other Revenue		
18 Total Revenue (sum rows 1 + 5 + 17)		

64

64

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**FPAR TABLE 14  
Revenue Report**

Revenue Source	Amount	
<b>Title X</b>		
<b>1 Title X grant</b> (Section 1001: family planning services)		
<b>Payment for Services</b>		
<b>2 Total client collections/self-pay</b>		
<b>3 Third-party payers</b>	Amount Prepaid (A)	Amount Not Prepaid (B)
3a Medicaid (Title XIX)		
3b Medicare (Title XVIII)		
3c Children's Health Insurance Program (CHIP)		
3d Other public health insurance		
3e Private health insurance		
<b>4 Total – Third-Party Payers</b>		
<b>5 Total – Payment for Services</b>		

65

65

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**FPAR TABLE 14  
Revenue Report**

Revenue Source	Amount	
<b>Title X</b>		
<b>1 Title X grant</b> (Section 1001: family planning services)		
<b>Payment for Services</b>		
<b>2 Total client collections/self-pay</b>		
<b>3 Third-party payers</b>	Amount Prepaid (A)	Amount Not Prepaid (B)
3a Medicaid (Title XIX)		
3b Medicare (Title XVIII)		
3c Children's Health Insurance Program (CHIP)		
3d Other public health insurance		
3e Private health insurance		
<b>4 Total – Third-Party Payers</b>		
<b>5 Total – Payment for Services</b>		

66

66

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**FPAR TABLE 14  
Revenue Report**

Revenue Source		Amount	
<b>Title X</b>			
1 Title X grant (Section 1001: family planning services)			
<b>Payment for Services</b>			
2 Total client collections/self-pay			
3 Third-party payers		Amount Prepaid (A)	Amount Not Prepaid (B)
3a Medicaid (Title XIX)			
3b Medicare (Title XVIII)			
3c Children's Health Insurance Program (CHIP)			
3d Other public health insurance			
3e Private health insurance			
4 Total – Third-Party Payers			
5 Total – Payment for Services			

Third-Party Payers

67

67

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**FPAR TABLE 14  
Revenue Report**

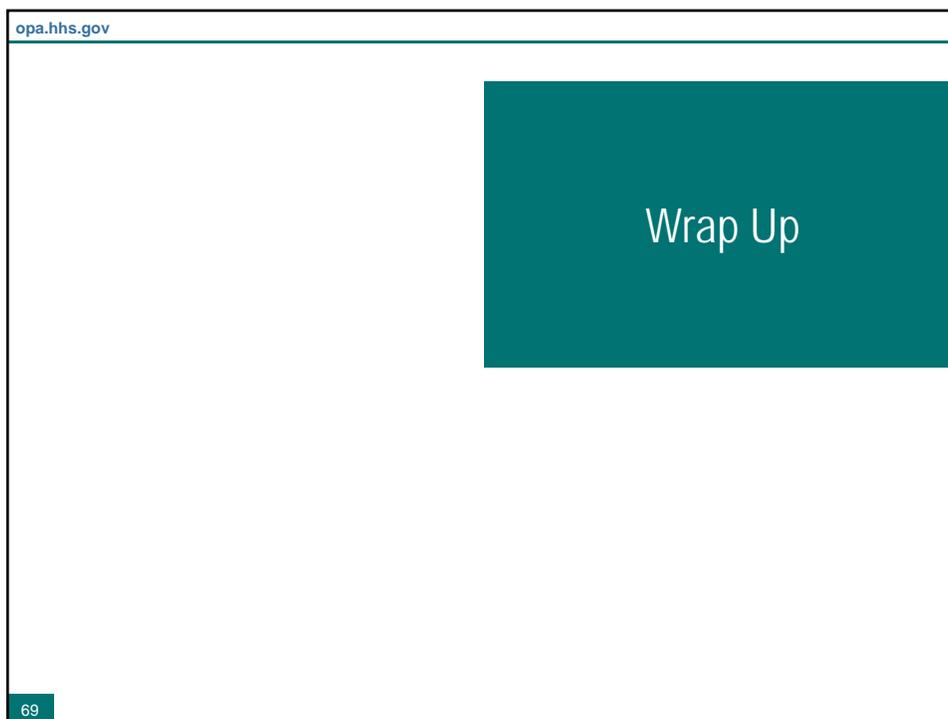
Revenue Source		Amount	
<b>Other Revenue</b>			
6 Title V (MCH Block Grant)			
7 Title XX (Social Services Block Grant)			
8 Temporary Assistance for Needy Families (TANF)			
9 Local government revenue			
10 State government revenue			
11 Bureau of Primary Health Care (BPHC)			
12 Other (Specify: _____)			
13 Other (Specify: _____)			
14 Other (Specify: _____)			
15 Other (Specify: _____)			
16 Other (Specify: _____)			
17 Total – Other Revenue			
18 Total Revenue (sum rows 1 + 5 + 17)			

Other Sources

68

68

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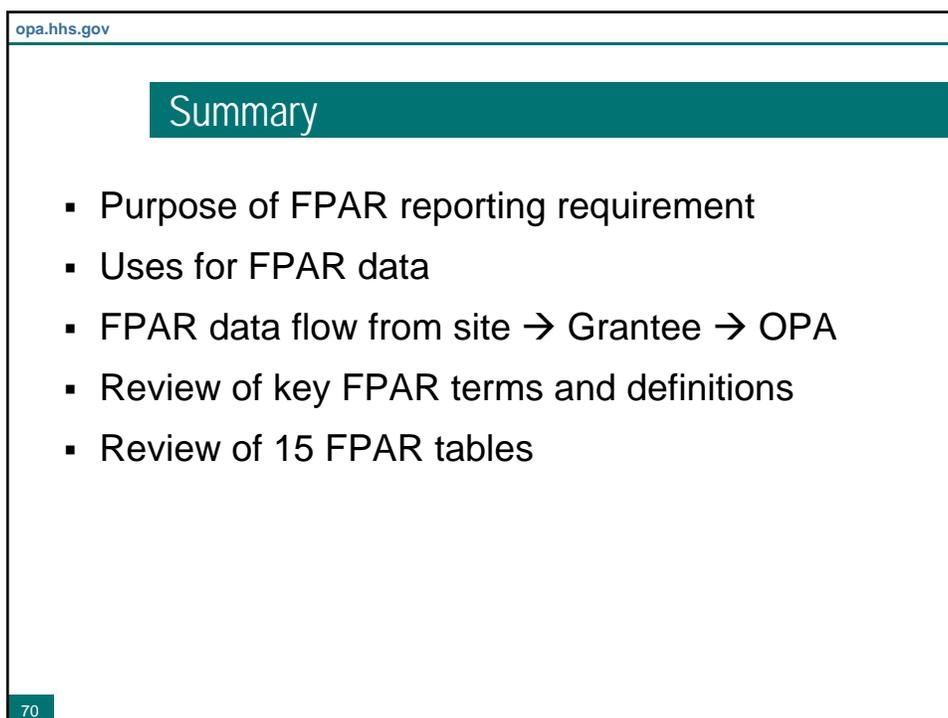


Wrap Up

69

69

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### Summary

- Purpose of FPAR reporting requirement
- Uses for FPAR data
- FPAR data flow from site → Grantee → OPA
- Review of key FPAR terms and definitions
- Review of 15 FPAR tables

70

70

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## More Information

Contact	Reference
<p><b>FPAR Data Coordinator</b>                      Jamie Kim, MPH</p> <p><a href="mailto:Jamie.Kim@hhs.gov">Jamie.Kim@hhs.gov</a></p>	<p><b>Title 10 FPAR Forms &amp; Instructions</b>  <a href="https://opa.hhs.gov/evaluation-research/title-x-services-research/family-planning-annual-report/family-planning-annual">https://opa.hhs.gov/evaluation-research/title-x-services-research/family-planning-annual-report/family-planning-annual</a></p>
	<p><b>FPAR National Summaries</b>  <a href="https://opa.hhs.gov/evaluation-research/title-x-services-research/family-planning-annual-report/family-planning-0">https://opa.hhs.gov/evaluation-research/title-x-services-research/family-planning-annual-report/family-planning-0</a></p>

71

71

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Thank You

72

72