Submitting the Family Planning Annual Report (FPAR) Using the FPAR Data System

OPA | OFFICE OF POPULATION AFFAIRS

DEPARTMENT OF HEALTH & HUMAN SERVICES · USA

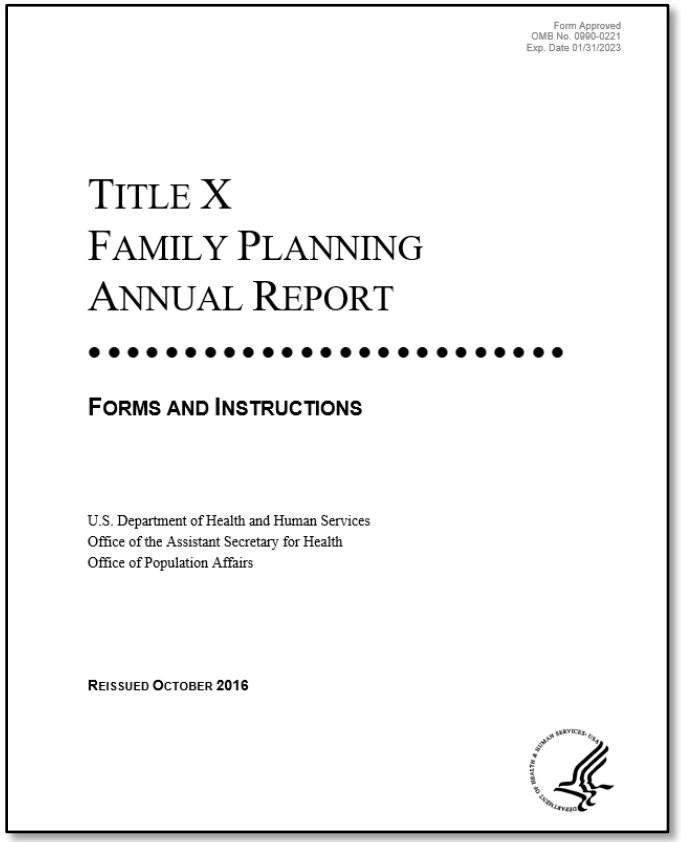
Acknowledgments

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)

Goals

- Use the FPAR Data System to fulfill the annual FPAR reporting requirement
- Increase…
  - Ease
  - Efficiency



Form Approved
OMB No. 0990-0221
Exp. Date 01/31/2023

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

Learning Objectives

ACCESS

- Software requirements
- Registration and login

PREPARE

- Create and complete (validate)
- Submit
- Revise and resubmit

TRACK

- Review
- Approval

RESOURCES

- Support and references
- Other website pages

Internet Browsers

- Internet Explorer
- Firefox
- Chrome

FPAR Data System

URL: FPAR.opa.hhs.gov

Home Page: Information about Title 10 and FPAR

Home | Reports & Forms | Training

Home

User Name

Password

Login

Register

Forgot User Name?

Forgot Password?

User Support

Email: FPARHelp@ccs.rti.org

Phone: (866)575-5593

Hours: M-F, 9AM-5PM ET

Welcome to the FPAR Data Management System. The purpose of this website is to collect and manage FPAR data submitted by grantees of the Title X National Family Planning Program.

About Title X

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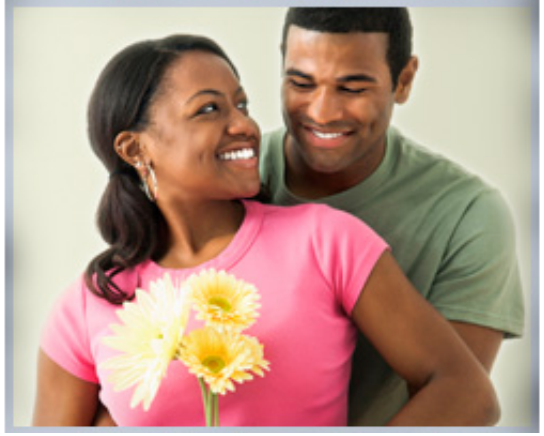
About FPAR

The FPAR is the only source of uniform reporting by Title X service grantees. Annual FPAR submission is required for project monitoring. The 15 FPAR reporting tables provide consistent national and regional data on the characteristics of individuals receiving Title X services, the types of services provided, the providers that render care, and project revenue. Learn more about FPAR.



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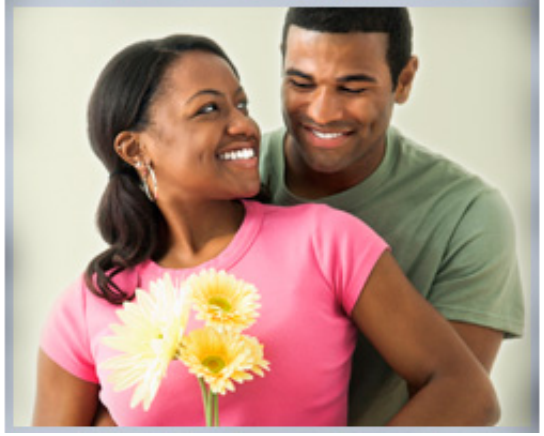

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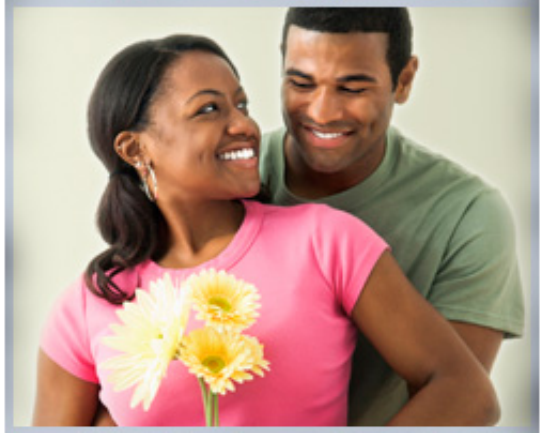

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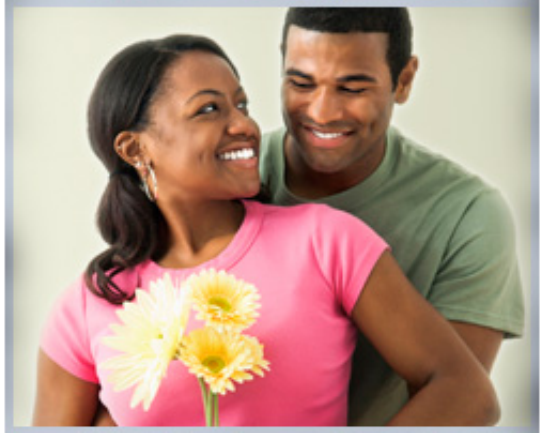

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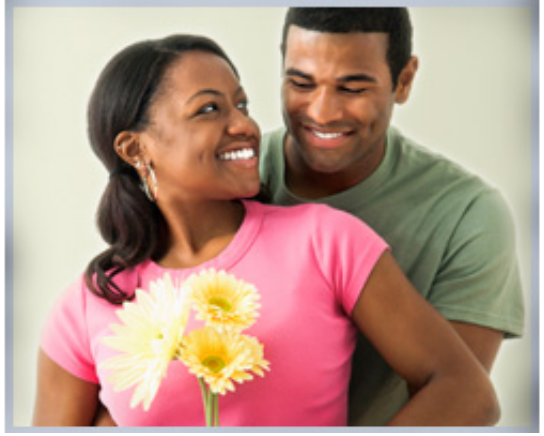


Accessing the FPAR Data System

User Accounts

- Changes in grantee staffing
  - Disable an account
  - Create an account

Disable User Account

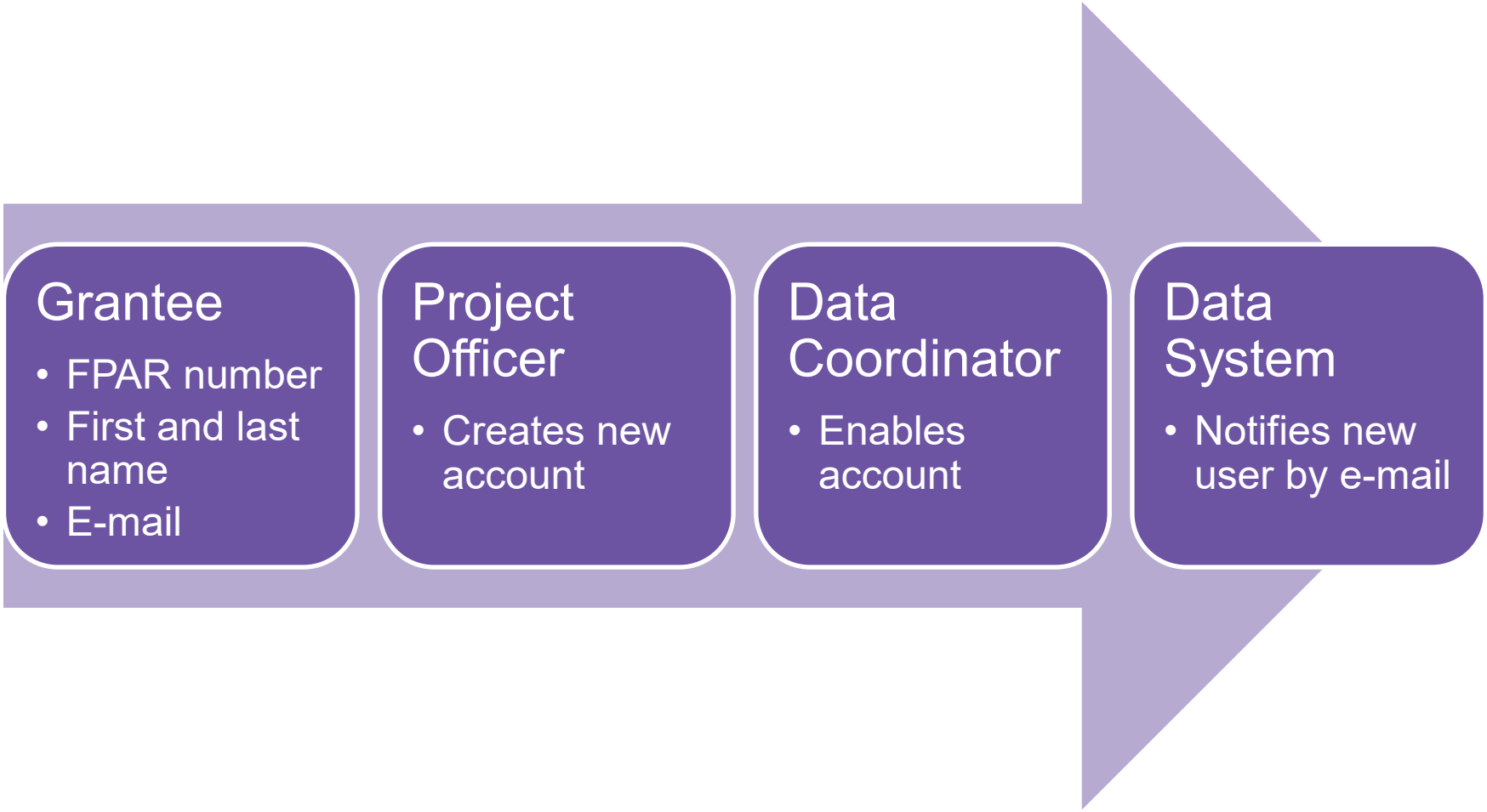
Project Officer

- FPAR number
- First and last name

Data Coordinator

- Disable account

Create User Account



User Registration

Sample Grantee

From: FPARDataSystem@rti.org
To: SampleGrantee@email.org
Sent: January 5, 2021
Subject: Authorization to access FPAR Data System

The FPAR Data Coordinator has authorized your access to the FPAR Data System. Please login using the following information:

Website Address: https://FPAR.opa.hhs.gov
User name: SampleGrantee@email.org
Temporary password: *^gfq5wDA

After you login, the system will prompt you to create a new password. Passwords must be between 6 and 12 characters in length and must include at least one upper-case letter, one lower-case letter, and one number.

Thank you,
FPAR Data System Administrator

Please do not reply to this e-mail. This account is used only to send messages.

User Registration

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User Registration

Home | Reports & Forms | Training

Home > Register

To register to use the FPAR Data System, please contact your Project Officer.

First Login: Temporary Password

Home | Reports & Forms | Training

Home

User Name
SampleGrantee@em
Password
••••••••••
Login

Register

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Forgot Password?

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HHS Privacy Statement

U.S. Department of Health & Human Services www.hhs.gov

Family Planning Annual Report Data System

Grantee, Sample Logout

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

Accept Decline

Change Temporary Password

To change your password, enter your current password, your new password, and confirmation of your new password. Remember that your password must be 6 to 12 characters long and include at least one upper-case letter, one lower-case letter, and one number.

Current Password:

New Password:

New Password

Confirm Password:

Confirm Password

Change Password

Change Temporary Password

Home MyFPAR Reports & Forms Training Contacts Links Support

Home > Change Password

Password changed successfully.

To change your password, enter your current password, your new password, and confirmation of your new password. Remember that your password must be 6 to 12 characters long and include at least one upper-case letter, one lower-case letter, and one number.

Current Password:

New Password:

Confirm Password:

Change Password

Forgot Password

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Request Password Reset Link

Home | Reports & Forms | Training

Home > Forgot Password

If you have forgotten or lost your password, the FPAR Data System can send you an e-mail with a link to reset your password. Please enter your registered e-mail and click "Reset Password."

E-Mail

Reset Password

Forgot User Name

Home | Reports & Forms | Training

Home

User Name

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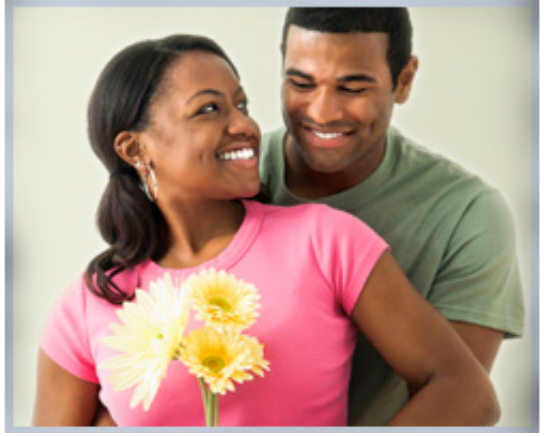

Request User Name Reminder

Home Reports & Forms Training

Forgot User Name

To request a user name reminder, please enter your registered email address and click on "Send User Name."

E-mail

Send User Name

Other Security Features

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Accept Decline

MyFPAR: Change Password

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MyFPAR

Change Password

FPAR Record Selector

Calendar Year: 2020

FPAR Status: --Please Select--

Select Record(s)

Grantee Name: Any State Health Department

FPAR Number: 0100

Submission Deadline: 02/16/2021

FPAR Tracking and Management Table

FPAR	Year	Grantee Name	Core Grant	Status	Revisions	Submission (Type / Date)	Last Action (Name / Date)	Action
0100	2020	Any State Health Department	FPHPA888888	Not Started	0	Not Submitted		Create

1 record(s) found matching your criteria.

Changing a Password

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Change Password

To change your password, enter your current password, your new password, and confirmation of your new password. Remember that your password must be 6 to 12 characters long and include at least one upper-case letter, one lower-case letter, and one number.

Current Password:

New Password:

Confirm Password:

Change Password

Session Timeout Warning

Session Timeout Warning

In **258** seconds, the System will end your session and log you out.

If you are working in an FPAR table, click OK to exit timeout message then click the SAVE button to save the data and extend your session.

If you are not working in an FPAR table, click OK to exit timeout message then click on any button or action link to extend your session.

OK

MyFPAR Page

MyFPAR Page Features

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MyFPAR

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MyFPAR: Tracking and Management Table

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Creating, Completing, and Submitting an FPAR

MyFPAR: Creating an FPAR

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FPAR Status: --Please Select--

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Preparation Checklist

Home | MyFPAR | Reports & Forms | Training | Contacts | Links | Support

MyFPAR > Checklist

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Grantee Name:	Any State Health Department	FPAR Status:	In Progress	
Core Grant:	FPHPA888888	FPAR Submission Type:	Not Submitted	
Project Period:	09/01/2018 to 12/31/2022	FPAR Submission Date:		

FPAR Preparation Checklist

Table	Description	Revision Status	Edit Status	Validation Status	Action
GP	Grantee Profile (GP) Cover Sheet	Initial	Not Started		Edit View
1	Unduplicated Number of Family Planning Users by Age and Sex	Initial	Not Started		Edit View
2	Unduplicated Number of Female Family Planning Users by Ethnicity and Race	Initial	Not Started		
[illegible]	[illegible] Number of Male Family Planning Us[illegible]	Initial	Not Started		
12	Numbe[illegible]				
13	Number of Family Planning Encounters by Type of Provider	Initial	Not Started		
14	Revenue Report	Initial	Not Started		Edit View

Submit Final | Submit Interim | View PDF | Close

Note (1500 character limit)

Save Note

Checklist Header

Home | MyFPAR | Reports & Forms | Training | Contacts | Links | Support

MyFPAR > Checklist

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Action Buttons

Home | MyFPAR | Reports & Forms | Training | Contacts | Links | Support

MyFPAR > Checklist Change Password

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Note Field

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Table	Description	Revision Status	Edit Status	Validation Status	Action
GP	Grantee Profile (GP) Cover Sheet	Initial	Not Started		Edit View
1	Unduplicated Number of Family Planning Users by Age and Sex	Initial	Not Started		Edit View

Checklist: Edit Reporting Period

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MyFPAR > Checklist

Change Password

FPAR:	0100	**Reporting Period:**	01/01/2020 to 12/31/2020	Edit Period
Grantee Name:	Any State Health Department	**FPAR Status:**	In Progress	
Core Grant:	FPHPA888888	**FPAR Submission Type:**	Not Submitted	
Project Period:	09/01/2018 to 12/31/2022	**FPAR Submission Date:**		

FPAR Preparation Checklist

Table	Description	Revision Status	Edit Status	Validation Status	Action
GP	Grantee Profile (GP) Cover Sheet	Initial	Not Started		Edit View
1	Unduplicated Number of Family Planning Users by Age and Sex	Initial	Not Started		Edit View

Checklist: Edit Reporting Period

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MyFPAR > Checklist

Change Password

FPAR Number:	0100	Reporting Period Start:	01/01/2020
Grantee Name:	Any State Health Department	Reporting Period End:	12/31/2020
Core Grant:	FPHPA888888	FPAR Status:	In Progress
Project Period:	09/01/2018 to 12/31/2022	FPAR Submission Type:	Not Submitted
		FPAR Submission Date:	

Save Cancel

FPAR Preparation Checklist

Table	Description	Revision Status	Edit Status	Validation Status	Action
GP	Grantee Profile (GP) Cover Sheet	Initial	Not Started		Edit View
1	Unduplicated Number of Family Planning Users by Age and Sex	Initial	Not Started		Edit View

Checklist: Enabled Tables

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MyFPAR > Checklist

Change Password

FPAR:	0100	Reporting Period:	01/01/2020 to 12/31/2020	Edit Period
Grantee Name:	Any State Health Department	FPAR Status:	In Progress	
Core Grant:	FPHPA888888	FPAR Submission Type:	Not Submitted	
Project Period:	09/01/2018 to 12/31/2022	FPAR Submission Date:		

FPAR Preparation Checklist

Table	Description	Revision Status	Edit Status	Validation Status	Action
GP	Grantee Profile (GP) Cover Sheet	Initial	Not Started		Edit View
1	Unduplicated Number of Family Planning Users by Age and Sex	Initial	Not Started		Edit View
2	Unduplicated Number of Female Family Planning Users by Ethnicity and Race	Initial	Not Started		
[illegible]	[illegible] Number of Male Family Planning Us[illegible]	Initial	Not Started		
12	Numbe[illegible]				
13	Number of Family Planning Encounters by Type of Provider	Initial	Not Started		
14	Revenue Report	Initial	Not Started		Edit View

Submit Final | Submit Interim | View PDF | Close

Note (1500 character limit)

Save Note

Checklist: Table Status

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MyFPAR > Checklist

Change Password

FPAR:	0100	**Reporting Period:**	01/01/2020 to 12/31/2020	Edit Period
Grantee Name:	Any State Health Department	**FPAR Status:**	In Progress	
Core Grant:	FPHPA888888	**FPAR Submission Type:**	Not Submitted	
Project Period:	09/01/2018 to 12/31/2022	**FPAR Submission Date:**		

FPAR Preparation Checklist

Table	Description	Revision Status	Edit Status	Validation Status	Action
GP	Grantee Profile (GP) Cover Sheet	Initial	Not Started		Edit View
1	Unduplicated Number of Family Planning Users by Age and Sex	Initial	Not Started		Edit View

Grantee Profile (GP) Cover Sheet

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MyFPAR > Checklist > Grantee Profile

Change Password

FPAR:	0100	Form Approved	
Date Submitted:	Not Submitted	OMB No.	0990-0221
Reporting Period:	01/01/2019 to 12/31/2019	Exp. Date	01/31/2023
Revision Status:	Initial		

Help Resources

- Forms/Instructions
- System User Guide
- Validations
- Support
- Frequently Asked Questions (FAQs)

Grantee Profile Cover Sheet

A field with an asterisk (*) after it is a required field.

Grantee Legal Name	
Name	Any State Health Department
Address of Grantee Administrative Offices	
Address	1234 Any St Anytown, NC, 88888-8888

Grantee Profile: Header

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MyFPAR > Checklist > Grantee Profile

Change Password

FPAR:	0100	Form Approved	
Date Submitted:	Not Submitted	OMB No.	0990-0221
Reporting Period:	01/01/2019 to 12/31/2019	Exp. Date	01/31/2023
Revision Status:	Initial		

Help Resources

- Forms/Instructions
- System User Guide
- Validations
- Support
- Frequently Asked Questions (FAQs)

Grantee Profile Cover Sheet

A field with an asterisk (*) after it is a required field.

Grantee Legal Name	
Name	Any State Health Department
Address of Grantee Administrative Offices	
Address	1234 Any St Anytown, NC, 88888-8888

Grantee Profile: Help Resources

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MyFPAR > Checklist > Grantee Profile

Change Password

FPAR:	0100	Form Approved	
Date Submitted:	Not Submitted	OMB No.	0990-0221
Reporting Period:	01/01/2019 to 12/31/2019	Exp. Date	01/31/2023
Revision Status:	Initial		

Help Resources

- Forms/Instructions
- System User Guide
- Validations
- Support
- Frequently Asked Questions (FAQs)

Grantee Profile Cover Sheet

A field with an asterisk (*) after it is a required field.

Grantee Legal Name	
Name	Any State Health Department
Address of Grantee Administrative Offices	
Address	1234 Any St Anytown, NC, 88888-8888

Grantee Profile: Pre-Populated Fields

Grantee Profile Cover Sheet

A field with an asterisk (*) after it is a required field.

Grantee Legal Name	
Name	Any State Health Department
Address of Grantee Administrative Offices	
Address	1234 Any St Anytown, NC, 88888-8888
Title X Project Director	
Name/Address	Ms. Jane Doe MPH Title X Project Director 1234 Any St Anytown, NC, 88888-8888

Grantee Contact Person (Person Completing FPAR)			
Prefix			
First Name *			
Middle Name			
Last Name *			
Suffix			
Title			
Department			
Street *			
Mail Stop			
City *			
State/Possessions *	--Please Select--	ZIP+ 4 *	
Phone *		Ext.	

Grantee Profile: Pre-Populated Fields

Grantee Profile Cover Sheet

A field with an asterisk (*) after it is a required field.

Grantee Legal Name	
Name	Any State Health Department

Address of Grantee Administrative Offices	
Address	1234 Any St Anytown, NC, 88888-8888

Title X Project Director	
Name/Address	Ms. Jane Doe MPH Title X Project Director 1234 Any St Anytown, NC, 88888-8888

Grantee Contact Person (Person Completing FPAR)			
Prefix			
First Name *			
Middle Name			
Last Name *			
Suffix			
Title			
Department			
Street *			
Mail Stop			
City *			
State/Possessions *	--Please Select--	ZIP+ 4 *	
Phone *		Ext.	

Grantee Profile: Note Field

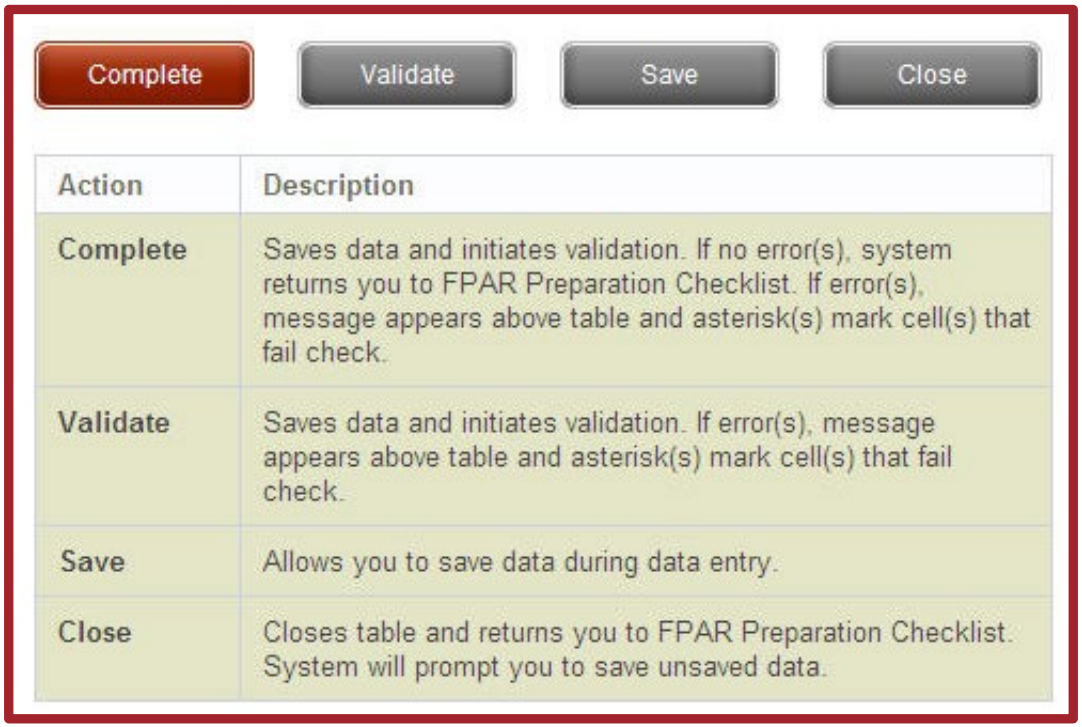
Note (1500 character limit)

Complete | Validate | Save | Close

Action	Description
Complete	Saves data and initiates validation. If no error(s), system returns you to FPAR Preparation Checklist. If error(s), message appears above table and asterisk(s) mark cell(s) that fail check.
Validate	Saves data and initiates validation. If error(s), message appears above table and asterisk(s) mark cell(s) that fail check.
Save	Allows you to save data during data entry.
Close	Closes table and returns you to FPAR Preparation Checklist. System will prompt you to save unsaved data.

Grantee Profile: Action Buttons

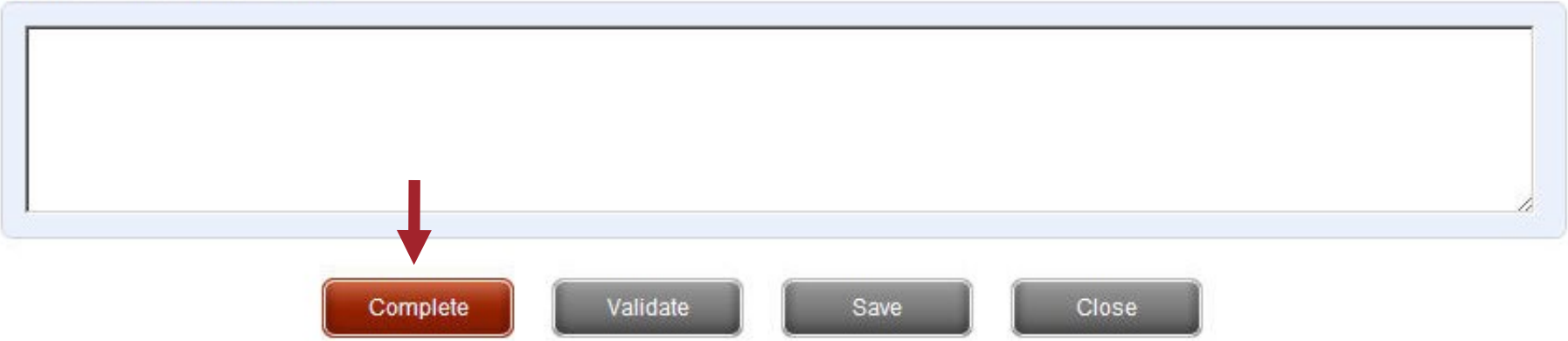
Note (1500 character limit)



Action	Description
Complete	Saves data and initiates validation. If no error(s), system returns you to FPAR Preparation Checklist. If error(s), message appears above table and asterisk(s) mark cell(s) that fail check.
Validate	Saves data and initiates validation. If error(s), message appears above table and asterisk(s) mark cell(s) that fail check.
Save	Allows you to save data during data entry.
Close	Closes table and returns you to FPAR Preparation Checklist. System will prompt you to save unsaved data.

"Complete" Action

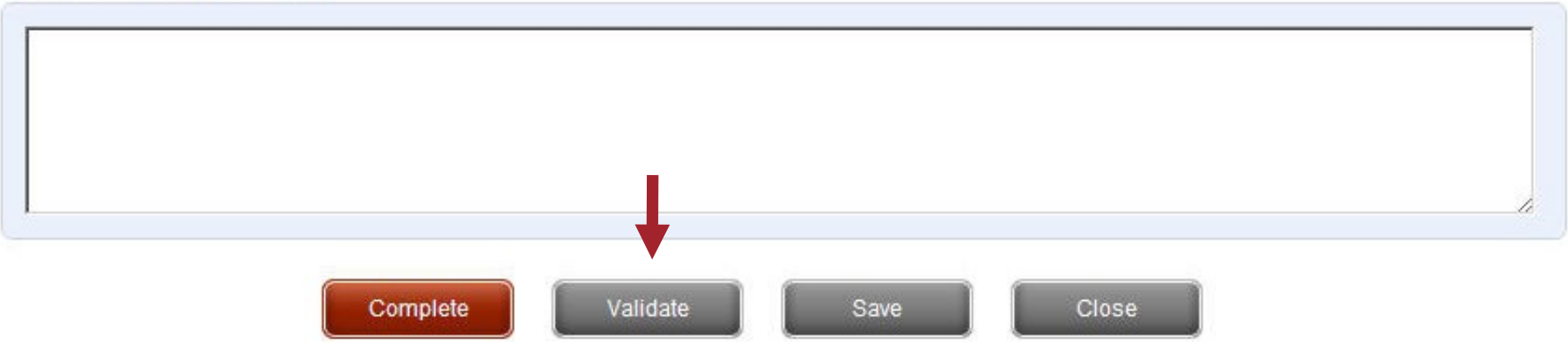
Note (1500 character limit)



Action	Description
Complete	Saves data and initiates validation. If no error(s), system returns you to FPAR Preparation Checklist. If error(s), message appears above table and asterisk(s) mark cell(s) that fail check.
Validate	Saves data and initiates validation. If error(s), message appears above table and asterisk(s) mark cell(s) that fail check.
Save	Allows you to save data during data entry.
Close	Closes table and returns you to FPAR Preparation Checklist. System will prompt you to save unsaved data.

"Validate" Action

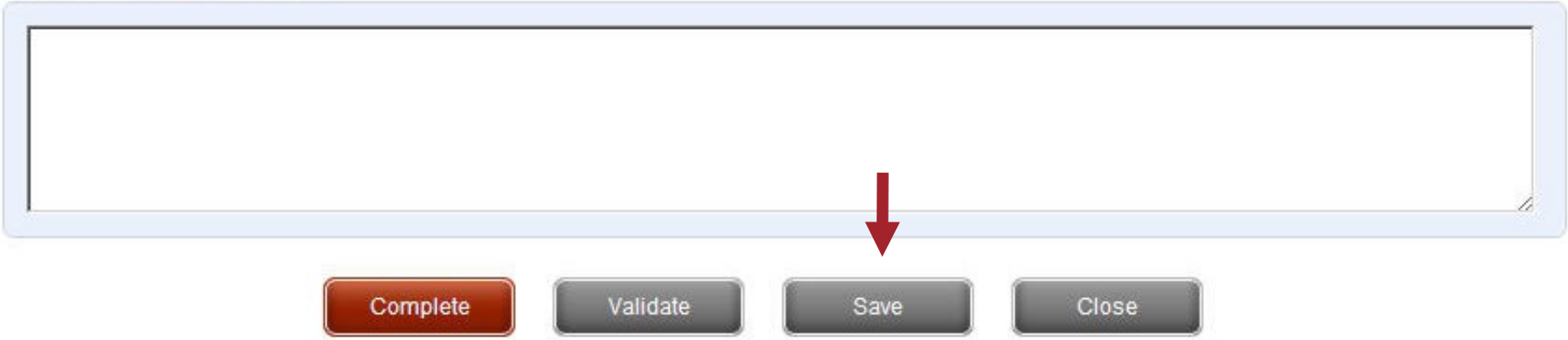
Note (1500 character limit)



Action	Description
Complete	Saves data and initiates validation. If no error(s), system returns you to FPAR Preparation Checklist. If error(s), message appears above table and asterisk(s) mark cell(s) that fail check.
Validate	Saves data and initiates validation. If error(s), message appears above table and asterisk(s) mark cell(s) that fail check.
Save	Allows you to save data during data entry.
Close	Closes table and returns you to FPAR Preparation Checklist. System will prompt you to save unsaved data.

"Save" Action

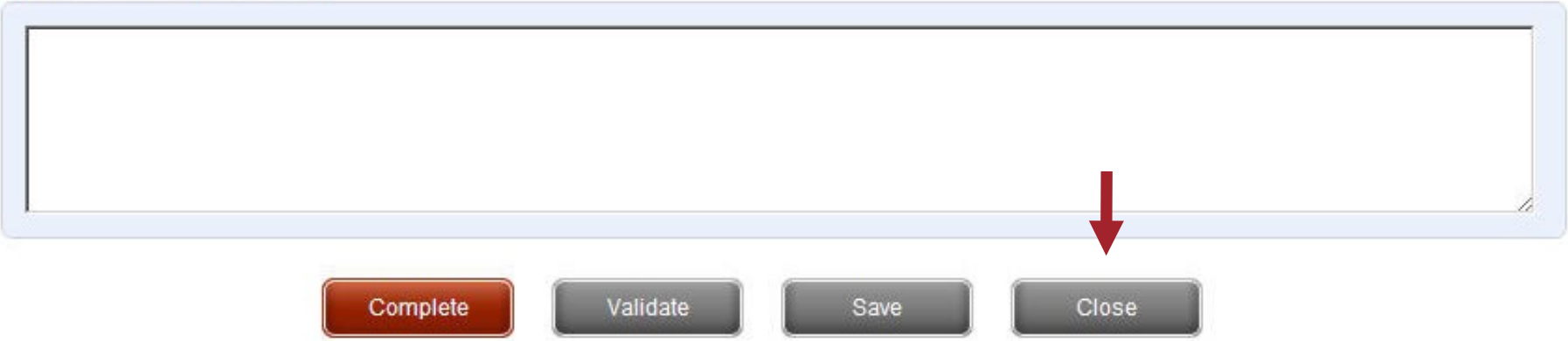
Note (1500 character limit)



Action	Description
Complete	Saves data and initiates validation. If no error(s), system returns you to FPAR Preparation Checklist. If error(s), message appears above table and asterisk(s) mark cell(s) that fail check.
Validate	Saves data and initiates validation. If error(s), message appears above table and asterisk(s) mark cell(s) that fail check.
Save	Allows you to save data during data entry.
Close	Closes table and returns you to FPAR Preparation Checklist. System will prompt you to save unsaved data.

"Close" Action

Note (1500 character limit)



Action	Description
Complete	Saves data and initiates validation. If no error(s), system returns you to FPAR Preparation Checklist. If error(s), message appears above table and asterisk(s) mark cell(s) that fail check.
Validate	Saves data and initiates validation. If error(s), message appears above table and asterisk(s) mark cell(s) that fail check.
Save	Allows you to save data during data entry.
Close	Closes table and returns you to FPAR Preparation Checklist. System will prompt you to save unsaved data.

Grantee Profile: Enter Data

Grantee Contact Person (Person Completing FPAR)			
Prefix	Ms.		
First Name *	Stacey		
State/Possession *	North Carolina	ZIP* + 4	88888-8888
Phone *	(999) 999-9999	Ext.	123
Fax	(888) 888-8888	Ext.	
E-mail *	samplegrantee@email.com		

Number of Subrecipients and Family Planning Service Sites Supported by the Title X Grant	
Subrecipients *	25
Service Sites *	50 ☑ Check if total number of sites is different from application

Grantee Profile: Add Note

Number of Subrecipients and Family Planning Service Sites Supported by the Title X Grant	
Subrecipients *	25
Service Sites *	50 ☑ Check if total number of sites is different from application

Note (1500 character limit)

During the reporting period, four sites closed and five new sites were opened.

Complete | Validate | Save | Close

Grantee Profile: “Complete” Action

Number of Subrecipients and Family Planning Service Sites Supported by the Title X Grant	
Subrecipients *	25
Service Sites *	50 ☑ Check if total number of sites is different from application

Note (1500 character limit)

During the reporting period, four sites closed and five new sites were opened.

Complete | Validate | Save | Close

Checklist: New Grantee Profile Status

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MyFPAR > Checklist

Change Password

FPAR:	0100	Reporting Period:	01/01/2020 to 12/31/2020	Edit Period
Grantee Name:	Any State Health Department	FPAR Status:	In Progress	
Core Grant:	FPHPA888888	FPAR Submission Type:	Not Submitted	
Project Period:	09/01/2018 to 12/31/2022	FPAR Submission Date:		

FPAR Preparation Checklist

Table	Description	Revision Status	Edit Status	Validation Status	Action
GP	Grantee Profile (GP) Cover Sheet	Initial	Complete	✓	Edit View
1	Unduplicated Number of Family Planning Users by Age and Sex	Initial	Not Started		Edit View
2	Unduplicated Number of Female Family Planning Users by Ethnicity and Race	Initial	Not Started		

Checklist: Edit Table 1

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MyFPAR > Checklist

Change Password

FPAR:	0100	Reporting Period:	01/01/2020 to 12/31/2020	Edit Period
Grantee Name:	Any State Health Department	FPAR Status:	In Progress	
Core Grant:	FPHPA888888	FPAR Submission Type:	Not Submitted	
Project Period:	09/01/2018 to 12/31/2022	FPAR Submission Date:		

FPAR Preparation Checklist

Table	Description	Revision Status	Edit Status	Validation Status	Action
GP	Grantee Profile (GP) Cover Sheet	Initial	Complete	✓	Edit View
1	Unduplicated Number of Family Planning Users by Age and Sex	Initial	Not Started		Edit View
2	Unduplicated Number of Female Family Planning Users by Ethnicity and Race	Initial	Not Started		

Table 1: Layout

FPAR:	0100	Form Approved	
Date Submitted:	Not Submitted	OMB No.	0990-0221
Reporting Period:	01/01/2020 to 12/31/2020	Exp. Date	01/31/2023
Revision Status:	Initial		

Help Resources
- Forms/Instructions
- System User Guide
- Validations
- Support
- Frequently Asked Questions (FAQs)

Table 1
Unduplicated Number of Family Planning Users by Age and Sex

	Age Group (Years)	Female Users (A)	Male Users (B)	Total Users (Sum A + B) (C)
1	Under 15			0
2	15 to 17			0
9	Over 44			0
10	Total Users (Sum rows 1 to 9)	0	0	0

Note (1500 character limit)

Complete | Validate | Save | Close

Action	Description
Complete	Saves data and initiates validation. If no error(s), system returns you to FPAR Preparation Checklist. If error(s), message appears above table and asterisk(s) mark cell(s) that fail check.
Validate	Saves data and initiates validation. If error(s), message appears above table and asterisk(s) mark cell(s) that fail check.
Save	Allows you to save data during data entry.
Close	Closes table and returns you to FPAR Preparation Checklist. System will prompt you to save unsaved data.

Table 1: Data Entry Cells

Table 1
Unduplicated Number of Family Planning Users by Age and Sex

	Age Group (Years)	Female Users (A)	Male Users (B)	Total Users (Sum A + B) (C)
1	Under 15			0
2	15 to 17			0
3	18 to 19			0
4	20 to 24			0
5	25 to 29			0
6	30 to 34			0
7	35 to 39			0
8	40 to 44			0
9	Over 44			0
10	**Total Users (Sum rows 1 to 9)**	**0**	**0**	**0**

Table 1: Auto-Summing Rows and Columns

Table 1
Unduplicated Number of Family Planning Users by Age and Sex

	Age Group (Years)	Female Users (A)	Male Users (B)	Total Users (Sum A + B) (C)
1	Under 15			0
2	15 to 17			0
3	18 to 19			0
4	20 to 24			0
5	25 to 29			0
6	30 to 34			0
7	35 to 39			0
8	40 to 44			0
9	Over 44			0
10	**Total Users (Sum rows 1 to 9)**	0	0	0

Table 1: Auto-Summing Rows and Columns

Table 1
Unduplicated Number of Family Planning Users by Age and Sex

	Age Group (Years)	Female Users (A)	Male Users (B)	Total Users (Sum A + B) (C)
1	Under 15	1014	282	1296
2	15 to 17	6277	733	7010
3	18 to 19	7469	1058	8527
4	20 to 24	16004	2846	18850
5	25 to 29	10844	2248	13092
6	30 to 34	6634	1586	8220
7	35 to 39	4131	930	5061
8	40 to 44	2408	628	3036
9	Over 44	1952	1171	3123
10	**Total Users (Sum rows 1 to 9)**	**56733**	**11482**	**68215**

Table 1: “Close” Action

Table 1
Unduplicated Number of Family Planning Users by Age and Sex

	Age Group (Years)	Female Users (A)	Male Users (B)	Total Users (Sum A + B) (C)
1	Under 15	1014	282	1296
2	15 to 17	6277	733	7010
3	18 to 19	7469	1058	8527
4	20 to 24	16004	2846	18850
5	25 to 29	10844	2248	13092
6	30 to 34	6634	1586	8220
7	35 to 39	4131	930	5061
8	40 to 44	2408	628	3036
9	Over 44	1952	1171	3123
10	Total Users (Sum rows 1 to 9)	56733	11482	68215

Note (1500 character limit)

Complete Validate Save Close

Table 1: Unsaved Data Warning

Table 1
Unduplicated Number of Family Planning Users by Age and Sex

	Age Group (Years)	Female Users (A)	Male Users (B)	Total Users (Sum A + B) (C)
1	Under 15	1014	282	1296
2	15 to 17	6277	733	7010
3	18 to 19			8527
4	20 to 24			18850
5	25 to 29			13092
6	30 to 34			8220
7	35 to 39			5061
8	40 to 44			3036
9	Over 44			3123
10	Total Users (Sum rows 1 to 9)			68215

Warning: Unsaved Changes!

This table has unsaved data. You may cancel and save the data. If you choose to proceed, you will lose unsaved data.

Proceed | Cancel

Note (1500 character limit)

Complete | Validate | Save | Close

Table 1: “Complete” Action

Table 1
Unduplicated Number of Family Planning Users by Age and Sex

	Age Group (Years)	Female Users (A)	Male Users (B)	Total Users (Sum A + B) (C)
1	Under 15	1014	282	1296
2	15 to 17	6277	733	7010
3	18 to 19	7469	1058	8527
4	20 to 24	16004	2846	18850
5	25 to 29	10844	2248	13092
6	30 to 34	6634	1586	8220
7	35 to 39	4131	930	5061
8	40 to 44	2408	628	3036
9	Over 44	1952	1171	3123
10	Total Users (Sum rows 1 to 9)	56733	11482	68215

Note (1500 character limit)

Complete | Validate | Save | Close

Checklist: Table 1 Complete

FPAR Preparation Checklist

Table	Description	Revision Status	Edit Status	Validation Status	Action
GP	Grantee Profile (GP) Cover Sheet	Initial	Complete	✓	Edit View
1	Unduplicated Number of Family Planning Users by Age and Sex	Initial	Complete	✓	Edit View
2	Unduplicated Number of Female Family Planning Users by Ethnicity and Race	Initial	Not Started		Edit View
3	Unduplicated Number of Male Family Planning Users by Ethnicity and Race	Initial	Not Started		Edit View
4	Unduplicated Number of Family Planning Users by Income Level	Initial	Not Started		Edit View
11	[illegible]	[illegible]	[illegible]		View
12	Number of Gonorrhea, Syphilis, and HIV Tests	Initial	Not Started		Edit View
13	Number of Family Planning Encounters by Type of Provider	Initial	Not Started		Edit View
14	Revenue Report	Initial	Not Started		Edit View

Checklist: Edit Enabled on Tables 2–13

FPAR Preparation Checklist

Table	Description	Revision Status	Edit Status	Validation Status	Action
GP	Grantee Profile (GP) Cover Sheet	Initial	Complete	✓	Edit View
1	Unduplicated Number of Family Planning Users by Age and Sex	Initial	Complete	✓	Edit View
2	Unduplicated Number of Female Family Planning Users by Ethnicity and Race	Initial	Not Started		Edit View
3	Unduplicated Number of Male Family Planning Users by Ethnicity and Race	Initial	Not Started		Edit View
4	Unduplicated Number of Family Planning Users by Income Level	Initial	Not Started		Edit View
11	Unduplicated Number of Family Planning Users by [illegible] Chlamydia by Age and [illegible]	Initial	Not Started		View
12	Number of Gonorrhea, Syphilis, and HIV Tests	Initial	Not Started		Edit View
13	Number of Family Planning Encounters by Type of Provider	Initial	Not Started		Edit View
14	Revenue Report	Initial	Not Started		Edit View

Table 2: Data Entry Table

Table 2
Unduplicated Number of Female Family Planning Users by Ethnicity and Race

	Race	Hispanic or Latino (A)	Not Hispanic or Latino (B)	Unknown/ Not Reported (C)	Total Female Users (Sum A + B + C) (D)
1	American Indian or Alaska Native				0
2	Asian				0
3	Black or African American				0
4	Native Hawaiian or Other Pacific Islander				0
5	White				0
6	More than one race				0
7	Unknown/not reported				0
8	**Total Female Users (Sum rows 1 to 7)**	0	0	0	0

Table 2: Blank Field

Table 2
Unduplicated Number of Female Family Planning Users by Ethnicity and Race

	Race	Hispanic or Latino (A)	Not Hispanic or Latino (B)	Unknown/ Not Reported (C)	Total Female Users (Sum A + B + C) (D)
1	American Indian or Alaska Native	190	266	36	492
2	Asian	33	629	65	727
3	Black or African American	175	2983	219	3377
4	Native Hawaiian or Other Pacific Islander	26	82	18	126
5	White	13394	25495	1534	40423
6	More than one race	258	407	63	728
7	Unknown/not reported	9265	1070		10335
8	**Total Female Users (Sum rows 1 to 7)**	23341	30932	1935	56208

Note (1500 character limit)

Complete Validate Save Close

Table 2: 508 Validation Message

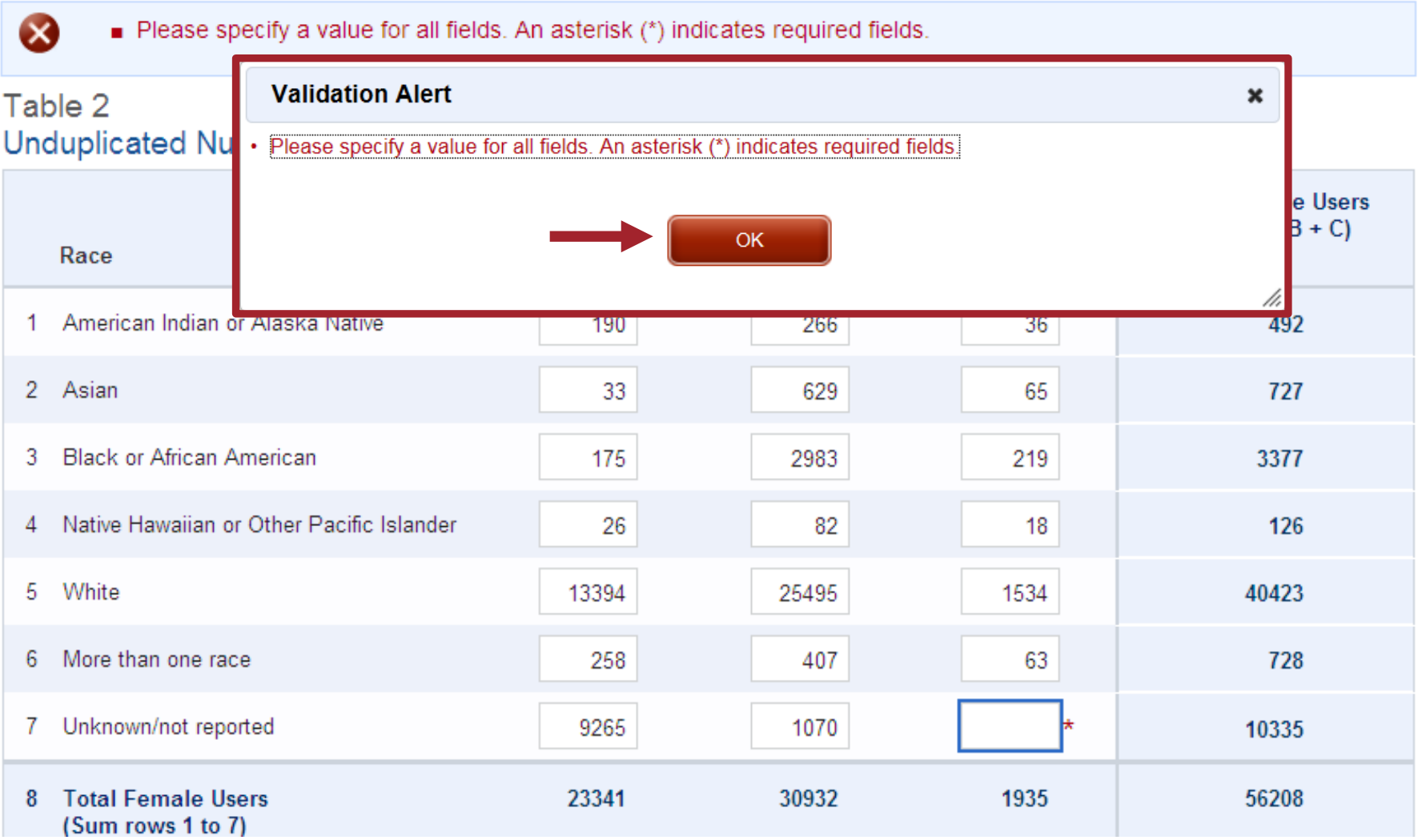

Table 2: Validation Message

- Please specify a value for all fields. An asterisk (*) indicates required fields.

Table 2
Unduplicated Number of Female Family Planning Users by Ethnicity and Race

	Race	Hispanic or Latino (A)	Not Hispanic or Latino (B)	Unknown/ Not Reported (C)	Total Female Users (Sum A + B + C) (D)
1	American Indian or Alaska Native	190	266	36	492
2	Asian	33	629	65	727
3	Black or African American	175	2983	219	3377
4	Native Hawaiian or Other Pacific Islander	26	82	18	126
5	White	13394	25495	1534	40423
6	More than one race	258	407	63	728
7	Unknown/not reported	9265	1070	*	10335
8	**Total Female Users (Sum rows 1 to 7)**	**23341**	**30932**	**1935**	**56208**

Table 2: Entering an Incorrect Value

- Please specify a value for all fields. An asterisk (*) indicates required fields.

Table 2
Unduplicated Number of Female Family Planning Users by Ethnicity and Race

	Race	Hispanic or Latino (A)	Not Hispanic or Latino (B)	Unknown/ Not Reported (C)	Total Female Users (Sum A + B + C) (D)
1	American Indian or Alaska Native	190	266	36	492
2	Asian	33	629	65	727
3	Black or African American	175	2983	219	3377
4	Native Hawaiian or Other Pacific Islander	26	82	18	126
5	White	13394	25495	1534	40423
6	More than one race	258	407	63	728
7	Unknown/not reported	9265	1070	526 *	10861
8	**Total Female Users (Sum rows 1 to 7)**	23341	30932	2461	56734

Note (1500 character limit)

Complete | Validate | Save | Close

Table 2: Validating an Incorrect Value

- Please specify a value for all fields. An asterisk (*) indicates required fields.

Table 2
Unduplicated Number of Female Family Planning Users by Ethnicity and Race

	Race	Hispanic or Latino (A)	Not Hispanic or Latino (B)	Unknown/ Not Reported (C)	Total Female Users (Sum A + B + C) (D)
1	American Indian or Alaska Native	190	266	36	492
2	Asian	33	629	65	727
3	Black or African American	175	2983	219	3377
4	Native Hawaiian or Other Pacific Islander	26	82	18	126
5	White	13394	25495	1534	40423
6	More than one race	258	407	63	728
7	Unknown/not reported	9265	1070	526 *	10861
8	**Total Female Users (Sum rows 1 to 7)**	23341	30932	2461	56734

Note (1500 character limit)

Complete | Validate | Save | Close

Table 2: 508 Validation Message

- Cell 8D: Total female FP users should equal total female FP users in Table 1 (Cell 10A).

Table 2
Unduplicated N

Validation Alert

- Cell 8D: Total female FP users should equal total female FP users in Table 1 (Cell 10A).

OK

	Race				Total Female Users (Sum A + B + C) (D)
1	American Indian or Alaska Native	190	266	36	492
2	Asian	33	629	65	727
3	Black or African American	175	2983	219	3377
4	Native Hawaiian or Other Pacific Islander	26	82	18	126
5	White	13394	25495	1534	40423
6	More than one race	258	407	63	728
7	Unknown/not reported	9265	1070	526	10861
8	**Total Female Users (Sum rows 1 to 7)**	**23341**	**30932**	**2461**	**56734** *

Table 2: 508 Validation Message

Cell 8D: Total female FP users should equal total female FP users in Table 1 (Cell 10A).

Table 2
Unduplicated N

Validation Alert

• Cell 8D: Total female FP users should equal total female FP users in Table 1 (Cell 10A).

OK

	Race				Total Female Users (Sum A + B + C) (D)
1	American Indian or Alaska Native	190	266	36	492
2	Asian	33	629	65	727
3	Black or African American	175	2983	219	3377
4	Native Hawaiian or Other Pacific Islander	26	82	18	126
5	White	13394	25495	1534	40423
6	More than one race	258	407	63	728
7	Unknown/not reported	9265	1070	526	10861
8	**Total Female Users (Sum rows 1 to 7)**	**23341**	**30932**	**2461**	**56734** *

Table 2: Validation Message

- Cell 8D: Total female FP users should equal total female FP users in Table 1 (Cell 10A).

Table 2
Unduplicated Number of Female Family Planning Users by Ethnicity and Race

	Race	Hispanic or Latino (A)	Not Hispanic or Latino (B)	Unknown/ Not Reported (C)	Total Female Users (Sum A + B + C) (D)
1	American Indian or Alaska Native	190	266	36	492
2	Asian	33	629	65	727
3	Black or African American	175	2983	219	3377
4	Native Hawaiian or Other Pacific Islander	26	82	18	126
5	White	13394	25495	1534	40423
6	More than one race	258	407	63	728
7	Unknown/not reported	9265	1070	526	10861
8	**Total Female Users (Sum rows 1 to 7)**	**23341**	**30932**	**2461**	**56734 ***

Table 2: Fixing Error

• Table has passed all validation checks.

Table 2
Unduplicated Number of Female Family Planning Users by Ethnicity and Race

	Race	Hispanic or Latino (A)	Not Hispanic or Latino (B)	Unknown/ Not Reported (C)	Total Female Users (Sum A + B + C) (D)
1	American Indian or Alaska Native	190	266	36	492
2	Asian	33	629	65	727
3	Black or African American	175	2983	219	3377
4	Native Hawaiian or Other Pacific Islander	26	82	18	126
5	White	13394	25495	1534	40423
6	More than one race	258	407	63	728
7	Unknown/not reported	9265	1070	525	10860
8	**Total Female Users (Sum rows 1 to 7)**	23341	30932	2460	56733

Note (1500 character limit)

Complete | Validate | Save | Close

Table 2: Validation Confirmed

• Table has passed all validation checks.

Table 2
Unduplicated Number of Female Family Planning Users by Ethnicity and Race

	Race	Hispanic or Latino (A)	Not Hispanic or Latino (B)	Unknown/ Not Reported (C)	Total Female Users (Sum A + B + C) (D)
1	American Indian or Alaska Native	190	266	36	492
2	Asian	33	629	65	727
3	Black or African American	175	2983	219	3377
4	Native Hawaiian or Other Pacific Islander	26	82	18	126
5	White	13394	25495	1534	40423
6	More than one race	258	407	63	728
7	Unknown/not reported	9265	1070	525	10860
8	**Total Female Users (Sum rows 1 to 7)**	**23341**	**30932**	**2460**	**56733**

Note (1500 character limit)

Complete | Validate | Save | Close

Checklist: Table Status

FPAR Preparation Checklist

Table	Description	Revision Status	Edit Status	Validation Status	Action
GP	Grantee Profile (GP) Cover Sheet	Initial	Complete	✓	Edit View
1	Unduplicated Number of Family Planning Users by Age and Sex	Initial	Complete	✓	Edit View
2	Unduplicated Number of Female Family Planning Users by Ethnicity and Race	Initial	Complete	✓	Edit View
3	Unduplicated Number of Male Family Planning Users by Ethnicity and Race	Initial	Not Started		Edit View
4	Unduplicated Number of Family Planning Users by Income Level	Initial	Not Started		Edit View
5	Unduplicated Number of Family Planning Users by Principal Health Insurance Coverage Status	Initial	Not Started		Edit View
6	Unduplicated Number of Family Planning Users with Limited English Proficiency (LEP)	Initial	Not Started		Edit View

Checklist: Table 12 Edits

FPAR Preparation Checklist

Table	Description	Revision Status	Edit Status	Validation Status	Action
GP	Grantee Profile (GP) Cover Sheet	Initial	Complete	✓	Edit View
1	Unduplicated Number of Family Planning Users by Age and Sex	Initial	Complete	✓	Edit View
2	Unduplicated Number of Female Family Planning Users by Ethnicity and Race	Initial	Complete	✓	Edit View
[illegible]	[illegible]	Initial	Not Started		View
12	Number of Gonorrhea, Syphilis, and HIV Tests	Initial	Not Started		Edit View
13	Number of Family Planning Encounters by Type of Provider	Initial	Not Started		Edit View
14	Revenue Report	Initial	Not Started		Edit View

Table 12: Action Options

Table 12
Number of Gonorrhea, Syphilis, and HIV Tests

	Test Type	Female Tests (A)	Male Tests (B)	Total Tests (Sum A + B) (C)
1	Gonorrhea			0
2	Syphilis			0
3	HIV – All confidential tests			0
4	HIV – Positive confidential tests	N/A	N/A	
5	HIV – Anonymous tests	N/A	N/A	

Note (1500 character limit)

Complete | Validate | Ratio | Save | Close

Action	Description
Complete	Saves data and initiates validation. If no error(s), system returns you to FPAR Preparation Checklist. If error(s), message appears above table and asterisk(s) mark cell(s) that fail check.
Validate	Saves data and initiates validation. If error(s), message appears above table and asterisk(s) mark cell(s) that fail check.
Save	Allows you to save data during data entry.
Ratio	Calculates selected ratios and compares them for current and prior reporting period.
Close	Closes table and returns you to FPAR Preparation Checklist. System will prompt you to save unsaved data.

Table 12: Ratio Action

Table 12
Number of Gonorrhea, Syphilis, and HIV Tests

	Test Type	Female Tests (A)	Male Tests (B)	Total Tests (Sum A + B) (C)
1	Gonorrhea	25530	7004	32534
2	Syphilis	3971	2641	6612
3	HIV – All confidential tests	12481	5626	18107
4	HIV – Positive confidential tests	N/A	N/A	28
5	HIV – Anonymous tests	N/A	N/A	0

Note (1500 character limit)

Complete | Validate | Ratio | Save | Close

Table 12: Ratios

- Number of gonorrhea tests performed per 10 female users
  - 2020: 4.5
  - 2019: 4.2
  - **Percentage change relative to previous year: 7.1%**
- Number of syphilis tests performed per 10 female users
  - 2020: 0.7
  - 2019: 0.8
  - **Percentage change relative to previous year: -12.5%**
- Number of confidential HIV tests performed per 10 female users
  - 2020: 2.2
  - 2019: 1.9
  - **Percentage change relative to previous year: 15.8%**
- Number of anonymous HIV tests performed per 10 users
  - 2020: 0.000
  - 2019: 0.000

2020 vs. 2019

Table 12
Number of Gonorrhea, Syphilis, and HIV Tests

	Test Type	Female Tests (A)	Male Tests (B)	Total Tests (Sum A + B) (C)
1	Gonorrhea	25530	7004	32534

Table 12: Add Note

Table 12
Number of Gonorrhea, Syphilis, and HIV Tests

	Test Type	Female Tests (A)	Male Tests (B)	Total Tests (Sum A + B) (C)
1	Gonorrhea	25530	7004	32534
2	Syphilis	3971	2641	6612
3	HIV – All confidential tests	12481	5626	18107
4	HIV – Positive confidential tests	N/A	N/A	28
5	HIV – Anonymous tests	N/A	N/A	0

Note (1500 character limit)

Number of female and male CT, GC, and HIV tests have increased in accordance with CDC testing/screening guidelines.

Complete | Validate | Ratio | Save | Close

Table 12: Complete Table

Table 12
Number of Gonorrhea, Syphilis, and HIV Tests

	Test Type	Female Tests (A)	Male Tests (B)	Total Tests (Sum A + B) (C)
1	Gonorrhea	25530	7004	32534
2	Syphilis	3971	2641	6612
3	HIV – All confidential tests	12481	5626	18107
4	HIV – Positive confidential tests	N/A	N/A	28
5	HIV – Anonymous tests	N/A	N/A	0

Note (1500 character limit)

Number of female and male CT, GC, and HIV tests have increased in accordance with CDC testing/screening guidelines.

Complete | Validate | Ratio | Save | Close

Checklist: All Tables Complete

FPAR Preparation Checklist

Table	Description	Revision Status	Edit Status	Validation Status	Action
GP	Grantee Profile (GP) Cover Sheet	Initial	Complete	✓	Edit View
1	Unduplicated Number of Family Planning Users by Age and Sex	Initial	Complete	✓	Edit View
2	Unduplicated Number of Female Family Planning Users by Ethnicity and Race	Initial	Complete	✓	Edit View
[illegible]	Unduplicated Number of Male Family Planning Users by Ethnicity and Race	Initial	Complete	✓	Edit [illegible]
11	Undupl[illegible] Chlamydia by Age a[illegible]			✓	View
12	Number of Gonorrhea, Syphilis, and HIV Tests	Initial	Complete	✓	Edit View
13	Number of Family Planning Encounters by Type of Provider	Initial	Complete	✓	Edit View
14	Revenue Report	Initial	Complete	✓	Edit View

Submit Final | Submit Interim | View PDF | Close

Checklist: Action Buttons Enabled

FPAR Preparation Checklist

Table	Description	Revision Status	Edit Status	Validation Status	Action
GP	Grantee Profile (GP) Cover Sheet	Initial	Complete	✓	Edit View
1	Unduplicated Number of Family Planning Users by Age and Sex	Initial	Complete	✓	Edit View
2	Unduplicated Number of Female Family Planning Users by Ethnicity and Race	Initial	Complete	✓	Edit View
[illegible]	Unduplicated Number of Male Family Planning Users by Ethnicity and Race	Initial	Complete	✓	Edit View
11	Undupl[illegible] Chlamydia by Age a[illegible]			✓	View
12	Number of Gonorrhea, Syphilis, and HIV Tests	Initial	Complete	✓	Edit View
13	Number of Family Planning Encounters by Type of Provider	Initial	Complete	✓	Edit View
14	Revenue Report	Initial	Complete	✓	Edit View

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Checklist: Close

FPAR Preparation Checklist

Table	Description	Revision Status	Edit Status	Validation Status	Action
GP	Grantee Profile (GP) Cover Sheet	Initial	Complete	✓	Edit View
1	Unduplicated Number of Family Planning Users by Age and Sex	Initial	Complete	✓	Edit View
2	Unduplicated Number of Female Family Planning Users by Ethnicity and Race	Initial	Complete	✓	Edit View
[illegible]	Unduplicated Number of Male Family Planning Users by Ethnicity and Race	Initial	Complete	✓	Edit View
11	Undupl[illegible] Chlamydia by Age a[illegible]			✓	View
12	Number of Gonorrhea, Syphilis, and HIV Tests	Initial	Complete	✓	Edit View
13	Number of Family Planning Encounters by Type of Provider	Initial	Complete	✓	Edit View
14	Revenue Report	Initial	Complete	✓	Edit View

Submit Final | Submit Interim | View PDF | Close

Checklist: View PDF

FPAR Preparation Checklist

Table	Description	Revision Status	Edit Status	Validation Status	Action
GP	Grantee Profile (GP) Cover Sheet	Initial	Complete	✓	Edit View
1	Unduplicated Number of Family Planning Users by Age and Sex	Initial	Complete	✓	Edit View
2	Unduplicated Number of Female Family Planning Users by Ethnicity and Race	Initial	Complete	✓	Edit View
[illegible]	Unduplicated Number of Male Family Planning Users by Ethnicity and Race	Initial	Complete	✓	Edit [illegible]
11	Undupl[illegible] Chlamydia by Age a[illegible]			✓	View
12	Number of Gonorrhea, Syphilis, and HIV Tests	Initial	Complete	✓	Edit View
13	Number of Family Planning Encounters by Type of Provider	Initial	Complete	✓	Edit View
14	Revenue Report	Initial	Complete	✓	Edit View

Submit Final | Submit Interim | View PDF | Close

Checklist: Submit Interim

FPAR Preparation Checklist

Table	Description	Revision Status	Edit Status	Validation Status	Action
GP	Grantee Profile (GP) Cover Sheet	Initial	Complete	✓	Edit View
1	Unduplicated Number of Family Planning Users by Age and Sex	Initial	Complete	✓	Edit View
2	Unduplicated Number of Female Family Planning Users by Ethnicity and Race	Initial	Complete	✓	Edit View
[illegible]	Unduplicated Number of Male Family Planning Users by Ethnicity and Race	Initial	Complete	✓	Edit View
11	Undupl[illegible] Chlamydia by Age a[illegible]			✓	View
12	Number of Gonorrhea, Syphilis, and HIV Tests	Initial	Complete	✓	Edit View
13	Number of Family Planning Encounters by Type of Provider	Initial	Complete	✓	Edit View
14	Revenue Report	Initial	Complete	✓	Edit View

Submit Final | Submit Interim | View PDF | Close

Checklist: Submit Final

FPAR Preparation Checklist

Table	Description	Revision Status	Edit Status	Validation Status	Action
GP	Grantee Profile (GP) Cover Sheet	Initial	Complete	✓	Edit View
1	Unduplicated Number of Family Planning Users by Age and Sex	Initial	Complete	✓	Edit View
2	Unduplicated Number of Female Family Planning Users by Ethnicity and Race	Initial	Complete	✓	Edit View
[illegible]	Unduplicated Number of Male Family Planning Users by Ethnicity and Race	Initial	Complete	✓	Edit View
11	Undupl[illegible] Chlamydia by Age a[illegible]			✓	View
12	Number of Gonorrhea, Syphilis, and HIV Tests	Initial	Complete	✓	Edit View
13	Number of Family Planning Encounters by Type of Provider	Initial	Complete	✓	Edit View
14	Revenue Report	Initial	Complete	✓	Edit View

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Calendar Year: 2020

FPAR Status: --Please Select--

Select Record(s)

Grantee Name: Any State Health Department

FPAR Number: 0100

Submission Deadline: 02/16/2021

FPAR Tracking and Management Table

FPAR	Year	Grantee Name	Core Grant	Status	Revisions	Submission (Type / Date)	Last Action (Name / Date)	Action
0100	2020	Any State Health Department	FPHPA888888	Submitted	0	Final 02/05/2021	Grantee, Sample 02/05/2021	View Log View PDF

1 record(s) found matching your criteria.

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FPAR Record Selector

Calendar Year: 2020

FPAR Status: --Please Select--

Select Record(s)

Grantee Name: Any State Health Department

FPAR Number: 0100

Submission Deadline: 02/16/2021

FPAR Tracking and Management Table

FPAR	Year	Grantee Name	Core Grant	Status	Revisions	Submission (Type / Date)	Last Action (Name / Date)	Action
0100	2020	Any State Health Department	FPHPA888888	Submitted	0	Final 02/05/2021	Grantee, Sample 02/05/2021	View Log View PDF

1 record(s) found matching your criteria.

FPAR Submitted E-mail

Sample PO

From: FPARDataSystem@rti.org
To: SamplePO@hhs.gov
cc: SampleGrantee@email.org
Sent: February 5, 2021
Subject: 2020 Final FPAR submitted by Any State Department of Health (0100)

Any State Department of Health (FPAR = 0100) has submitted the 2020 Final FPAR for your review and acceptance. To review or accept this FPAR, go to the MyFPAR page in the FPAR Data System (https://FPAR.opa.hhs.gov).

Thank you,
FPAR Data System Administrator

Please do not reply to this e-mail. This account is used only to send messages.

MyFPAR: Project Officer Accepts FPAR

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FPAR Record Selector

Calendar Year: 2020

FPAR Status: --Please Select--

Select Record(s)

Grantee Name: Any State Health Department

FPAR Number: 0100

Submission Deadline: 02/16/2021

FPAR Tracking and Management Table

FPAR	Year	Grantee Name	Core Grant	Status	Revisions	Submission (Type / Date)	Last Action (Name / Date)	Action
0100	2020	Any State Health Department	FPHPA888888	Accepted	0	Final 02/05/2021	PO, Sample 02/09/2021	View Log View PDF

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MyFPAR: Data Coordinator Approves FPAR

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FPAR Record Selector

Calendar Year: 2020

FPAR Status: --Please Select--

Select Record(s)

Grantee Name: Any State Health Department

FPAR Number: 0100

Submission Deadline: 02/16/2021

FPAR Tracking and Management Table

FPAR	Year	Grantee Name	Core Grant	Status	Revisions	Submission (Type / Date)	Last Action (Name / Date)	Action
0100	2020	Any State Health Department	FPHPA888888	Final	0	Final 02/05/2021	FPARDC, Sample 02/10/2021	View Log View PDF

1 record(s) found matching your criteria.

Revising and Resubmitting an FPAR

MyFPAR: Submitted Status

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FPAR Record Selector

Calendar Year: 2020

FPAR Status: --Please Select--

Select Record(s)

Grantee Name: Any State Health Department

FPAR Number: 0100

Submission Deadline: 02/16/2021

FPAR Tracking and Management Table

FPAR	Year	Grantee Name	Core Grant	Status	Revisions	Submission (Type / Date)	Last Action (Name / Date)	Action
0100	2020	Any State Health Department	FPHPA888888	Submitted	0	Final 02/05/2021	Grantee, Sample 02/05/2021	View Log View PDF

1 record(s) found matching your criteria.

FPAR Submitted E-mail

Sample PO

From:	FPARDataSystem@rti.org
To:	SamplePO@hhs.gov
cc:	SampleGrantee@email.org
Sent:	February 5, 2021
Subject:	2020 Final FPAR submitted by Any State Department of Health (0100)

Any State Department of Health (FPAR = 0100) has submitted the 2020 Final FPAR for your review and acceptance. To review or accept this FPAR, go to the MyFPAR page in the FPAR Data System (https://FPAR.opa.hhs.gov).

Thank you,
FPAR Data System Administrator

Please do not reply to this e-mail. This account is used only to send messages.

Revision Request E-mail

Sample Grantee

From: FPARDataSystem@rti.org
To: SampleGrantee@email.org
cc: SamplePO@hhs.gov
Sent: February 17, 2021
Subject: Revision request for 2020 FPAR for Any State Department of Health (FPAR=0100)

Sample PO requests a revision to the 2020 FPAR for Any State Health Department (FPAR=0100). Please see the Revision Instruction below.

Revision Instruction:
Please add a comment to the FPAR Table 10 "Note" explaining the reason for the large increase in clinical breast exams compared to the last reporting period.

To revise this FPAR, go to the MyFPAR page in the FPAR Data System (https://FPAR.opa.hhs.gov).

Thank you,
FPAR Data System Administrator

Please do not reply to this e-mail. This account is used only to send messages.

MyFPAR: In Revision Status

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FPAR Record Selector

Calendar Year: 2020

FPAR Status: --Please Select--

Select Record(s)

Grantee Name: Any State Health Department

FPAR Number: 0100

Submission Deadline: 02/16/2021

FPAR Tracking and Management Table

FPAR	Year	Grantee Name	Core Grant	Status	Revisions	Submission (Type / Date)	Last Action (Name / Date)	Action
0100	2020	Any State Health Department	FPHPA888888	In Revision	0	Not Submitted	PO, Sample 02/17/2021	Edit View Log

1 record(s) found matching your criteria.

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FPAR Record Selector

Calendar Year: 2020

FPAR Status: --Please Select--

Select Record(s)

Grantee Name: Any State Health Department

FPAR Number: 0100

Submission Deadline: 02/16/2021

FPAR Tracking and Management Table

FPAR	Year	Grantee Name	Core Grant	Status	Revisions	Submission (Type / Date)	Last Action (Name / Date)	Action
0100	2020	Any State Health Department	FPHPA888888	In Revision	0	Not Submitted	PO, Sample 02/17/2021	Edit View Log

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FPAR Record Selector

Calendar Year: 2020

FPAR Status: --Please Select--

Select Record(s)

Grantee Name: Any State Health Department

FPAR Number: 0100

Submission Deadline: 02/16/2021

FPAR Tracking and Management Table

FPAR	Year	Grantee Name	Core Grant	Status	Revisions	Submission (Type / Date)	Last Action (Name / Date)	Action
0100	2020	Any State Health Department	FPHPA888888	In Revision	0	Not Submitted	PO, Sample 02/17/2021	Edit View Log

1 record(s) found matching your criteria.

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Change Password

FPAR:	0100	**Reporting Period:**	01/01/2020 to 12/31/2020
Grantee Name:	Any State Health Department	**FPAR Status:**	In Revision
Core Grant:	FPHPA888888	**FPAR Submission Type:**	Not Submitted
Project Period:	09/01/2018 to 12/31/2022	**FPAR Submission Date:**	

FPAR Event Log

Date	By	Event	Event Comment
02/05/2021	Grantee, Sample	Created	
02/05/2021	Grantee, Sample	Submitted	
02/17/2021	PO, Sample	Allowed Revision	Please add a comment to the FPAR Table 10 "Note" explaining the reason for the large increase in clinical breast exams compared to the last reporting period.

Close

Close FPAR Event Log

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MyFPAR > View Log

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FPAR:	0100	**Reporting Period:**	01/01/2020 to 12/31/2020
Grantee Name:	Any State Health Department	**FPAR Status:**	In Revision
Core Grant:	FPHPA888888	**FPAR Submission Type:**	Not Submitted
Project Period:	09/01/2018 to 12/31/2022	**FPAR Submission Date:**	

FPAR Event Log

Date	By	Event	Event Comment
02/05/2021	Grantee, Sample	Created	
02/05/2021	Grantee, Sample	Submitted	
02/17/2021	PO, Sample	Allowed Revision	Please add a comment to the FPAR Table 10 "Note" explaining the reason for the large increase in clinical breast exams compared to the last reporting period.

Close

MyFPAR: Revise FPAR

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FPAR Record Selector

Calendar Year: 2020

FPAR Status: --Please Select--

Select Record(s)

Grantee Name: Any State Health Department

FPAR Number: 0100

Submission Deadline: 02/16/2021

FPAR Tracking and Management Table

FPAR	Year	Grantee Name	Core Grant	Status	Revisions	Submission (Type / Date)	Last Action (Name / Date)	Action
0100	2020	Any State Health Department	FPHPA888888	In Revision	0	Not Submitted	PO, Sample 02/17/2021	Edit View Log

1 record(s) found matching your criteria.

FPAR Preparation Checklist

FPAR Preparation Checklist

Table	Description	Revision Status	Edit Status	Validation Status	Action
GP	Grantee Profile (GP) Cover Sheet	Initial	Complete	✓	Edit View
1	Unduplicated Number of Family Planning Users by Age and Sex	Initial	Complete	✓	Edit View
2	Unduplicated Number of Female Family Planning Users by Ethnicity and Race	Initial	Complete	✓	Edit View
[illegible]	[illegible] Number of Male Family Planning [illegible]	Initial	Complete	[illegible]	View
10	Clinical Breast Exams and Referrals	Initial	Complete	✓	Edit View
11	Unduplicated Number of Family Planning Users Tested for Chlamydia by Age and Sex	Initial	Complete	✓	Edit View
12	Number of Gonorrhea, Syphilis, and HIV Tests	Initial	Complete	✓	Edit View
13	Number of Family Planning Encounters by Type of Provider	Initial	Complete	✓	Edit View
14	Revenue Report	Initial	Complete	✓	Edit View

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Table 10: “Edit” Action

FPAR Preparation Checklist

Table	Description	Revision Status	Edit Status	Validation Status	Action
GP	Grantee Profile (GP) Cover Sheet	Initial	Complete	✓	Edit View
1	Unduplicated Number of Family Planning Users by Age and Sex	Initial	Complete	✓	Edit View
2	Unduplicated Number of Female Family Planning Users by Ethnicity and Race	Initial	Complete	✓	Edit View
[illegible]	[illegible] Number of Male Family Planning [illegible]	Initial	Complete	[illegible]	View
10	Clinical Breast Exams and Referrals	Initial	Complete	✓	Edit View
11	Unduplicated Number of Family Planning Users Tested for Chlamydia by Age and Sex	Initial	Complete	✓	Edit View
12	Number of Gonorrhea, Syphilis, and HIV Tests	Initial	Complete	✓	Edit View
13	Number of Family Planning Encounters by Type of Provider	Initial	Complete	✓	Edit View
14	Revenue Report	Initial	Complete	✓	Edit View

Submit Final | Submit Interim | View PDF | Close

Table 10: Initial Submission

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)	36861
2 Unduplicated number of female users referred for further evaluation based on their CBE	2042

Note (1500 character limit)

Complete Validate Save Close

Table 10: Revised Submission

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)	36861
2 Unduplicated number of female users referred for further evaluation based on their CBE	2042

Note (1500 character limit)

Compared to last year, there was a large increase in the unduplicated number of female users who received a CBE. This increase is a result of a change in the data system that has produced a more accurate count of CBEs.

Complete | Validate | Save | Close

Table 10: Revision

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)	36861
2 Unduplicated number of female users referred for further evaluation based on their CBE	2042

Note (1500 character limit)

Compared to last year, there was a large increase in the unduplicated number of female users who received a CBE. This increase is a result of a change in the data system that has produced a more accurate count of CBEs.

Checklist: Revision Complete

FPAR Preparation Checklist

Table	Description	Revision Status	Edit Status	Validation Status	Action
GP	Grantee Profile (GP) Cover Sheet	Initial	Complete	✓	Edit View
1	Unduplicated Number of Family Planning Users by Age and Sex	Initial	Complete	✓	Edit View
2	Unduplicated Number of Female Family Planning Users by Ethnicity and Race	Initial	Complete	✓	Edit View
[illegible]	[illegible] Number of Male Family Planning [illegible]	Initial	Complete	[illegible]	View
10	Clinical Breast Exams and Referrals	Initial	Complete	✓	Edit View
11	Unduplicated Number of Family Planning Users Tested for Chlamydia by Age and Sex	Initial	Complete	✓	Edit View
12	Number of Gonorrhea, Syphilis, and HIV Tests	Initial	Complete	✓	Edit View
13	Number of Family Planning Encounters by Type of Provider	Initial	Complete	✓	Edit View
14	Revenue Report	Initial	Complete	✓	Edit View

Submit Final | Submit Interim | View PDF | Close

Checklist: Submit Final

FPAR Preparation Checklist

Table	Description	Revision Status	Edit Status	Validation Status	Action
GP	Grantee Profile (GP) Cover Sheet	Initial	Complete	✓	Edit View
1	Unduplicated Number of Family Planning Users by Age and Sex	Initial	Complete	✓	Edit View
2	Unduplicated Number of Female Family Planning Users by Ethnicity and Race	Initial	Complete	✓	Edit View
[illegible]	[illegible] Number of Male Family Planning [illegible]	Initial	Complete	[illegible]	View
10	Clinical Breast Exams and Referrals	Revised	Complete	✓	Edit View
11	Unduplicated Number of Family Planning Users Tested for Chlamydia by Age and Sex	Initial	Complete	✓	Edit View
12	Number of Gonorrhea, Syphilis, and HIV Tests	Initial	Complete	✓	Edit View
13	Number of Family Planning Encounters by Type of Provider	Initial	Complete	✓	Edit View
14	Revenue Report	Initial	Complete	✓	Edit View

Submit Final | Submit Interim | View PDF | Close

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Change Password

FPAR Record Selector

Calendar Year: 2020

FPAR Status: --Please Select--

Select Record(s)

Grantee Name: Any State Health Department

FPAR Number: 0100

Submission Deadline: 02/16/2021

FPAR Tracking and Management Table

FPAR	Year	Grantee Name	Core Grant	Status	Revisions	Submission (Type / Date)	Last Action (Name / Date)	Action
0100	2020	Any State Health Department	FPHPA888888	Submitted	1	Final 02/19/2021	Grantee, Sample 02/19/2021	View Log View PDF

1 record(s) found matching your criteria.

FPAR Submitted E-mail

Sample PO

From: FPARDataSystem@rti.org
To: SamplePO@hhs.gov
cc: SampleGrantee@email.org
Sent: February 19, 2021
Subject: 2020 Final FPAR submitted by Any State Department of Health (0100)

Any State Department of Health (FPAR = 0100) has submitted the 2020 Final FPAR for your review and acceptance. To review or accept this FPAR, go to the MyFPAR page in the FPAR Data System (https://FPAR.opa.hhs.gov).

Thank you,
FPAR Data System Administrator

Please do not reply to this e-mail. This account is used only to send messages.

MyFPAR: Project Officer Accepts FPAR

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Change Password

FPAR Record Selector

Calendar Year: 2020

FPAR Status: --Please Select--

Select Record(s)

Grantee Name: Any State Health Department

FPAR Number: 0100

Submission Deadline: 02/16/2021

FPAR Tracking and Management Table

FPAR	Year	Grantee Name	Core Grant	Status	Revisions	Submission (Type / Date)	Last Action (Name / Date)	Action
0100	2020	Any State Health Department	FPHPA888888	Accepted	1	Final 02/19/2021	PO, Sample 02/20/2021	View Log View PDF

1 record(s) found matching your criteria.

MyFPAR: Data Coordinator Accepts FPAR

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FPAR Record Selector

Calendar Year: 2020

FPAR Status: --Please Select--

Select Record(s)

Grantee Name: Any State Health Department

FPAR Number: 0100

Submission Deadline: 02/16/2021

FPAR Tracking and Management Table

FPAR	Year	Grantee Name	Core Grant	Status	Revisions	Submission (Type / Date)	Last Action (Name / Date)	Action
0100	2020	Any State Health Department	FPHPA888888	Final	1	Final 02/19/2021	FPARDC, Sample 02/22/2021	View Log View PDF

1 record(s) found matching your criteria.

Other Website Pages

Reports and Forms Page

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Family Planning Annual Report: National Summaries

- Family Planning Annual Report: 2019 National Summary | PDF
- Family Planning Annual Report: 2018 National Summary | PDF
- Family Planning Annual Report: 2017 National Summary | PDF
- Family Planning Annual Report: 2016 National Summary | PDF
- [illegible]
- Family Planning Annual Report: 2007 National Summary | PDF
- Family Planning Annual Report: 2006 National Summary | PDF
- Family Planning Annual Report: 2005 National Summary | PDF

Title X Family Planning Annual Report: Forms and Instructions

- Title X Family Planning Annual Report: Forms and Instructions (Reissued October 2016) | PDF
  [Use for reporting FPAR data for 2016 to 2020]
- Title X Family Planning Annual Report: Forms and Instructions (Reissued October 2013) | PDF
  [Used for reporting FPAR data for 2014 to 2015]

Reports and Forms Page

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Family Planning Annual Report: National Summaries

- Family Planning Annual Report: 2019 National Summary | PDF
- Family Planning Annual Report: 2018 National Summary | PDF
- Family Planning Annual Report: 2017 National Summary | PDF
- Family Planning Annual Report: 2016 National Summary | PDF
- [illegible]ily Planning Annu[illegible]tional Summary | [illegible]
- Family Planning Annual Report: 2007 National Summary | PDF
- Family Planning Annual Report: 2006 National Summary | PDF
- Family Planning Annual Report: 2005 National Summary | PDF

Title X Family Planning Annual Report: Forms and Instructions

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  [Used for reporting FPAR data for 2014 to 2015]

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FPAR Data System Training

On-Demand Training Videos

RTI is offering three training videos to help Title X service grantees and HHS/OPA staff learn about the FPAR reporting requirement and how to use the FPAR Data System to submit and manage FPAR submissions. The training videos are available on demand by clicking the "Link to View" under each description. You can view the training video at your convenience and at your own pace. Once you complete the video, the system will automatically send a *Certificate of Completion* to the e-mail address you used to register. If you have questions, please contact the FPAR Data System Training Coordinator at FPARTraining@rti.org.

Understanding the FPAR Reporting Requirement

Description: This training video introduces grantees and HHS/OPA staff to the FPAR reporting requirement. Participants will learn about the importance of FPAR data and how OPA uses FPAR data to manage and monitor the Title X program. Following a brief introduction, the video reviews key FPAR terms and definitions (e.g., user and encounter) and presents and discusses each of the 15 FPAR reporting tables, including OPA's rationale for collecting individual data items. This video is appropriate for grantee staff who are responsible for collecting or reporting FPAR data. It is also appropriate for HHS/OPA staff who are new to FPAR reporting or want to refresh their knowledge of the FPAR reporting requirement.

Duration: 45 minutes

Contacts Page

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User Support | Help Desk

For questions about using the features and functions of the FPAR Data System, please contact User Support through e-mail [FPARHelp@ccs.rti.org] or by toll-free phone [(866) 575–5593]. User Support operates Monday to Friday, from 9:00AM to 5:00PM EST.

Project Officers

Please contact your Project Officer about FPAR reporting, including questions about key FPAR terms and definitions, the completeness or quality of FPAR data, and the activities to report on the FPAR.

FPAR Data Coordinator

Please contact the FPAR Data Coordinator for questions related to general FPAR reporting.

Jamie Kim, MPH, FPAR Data Coordinator
Phone: (240) 453-2817
E-mail: Jamie.Kim@hhs.gov

Comments and Feedback

Please send comments or suggestions about the FPAR Data System to FPARHelp@ccs.rti.org.

Acknowledgements

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OPA Links

- Office of Population Affairs
- Program Guidelines for the Delivery of Family Planning Services
- Providing Quality Family Planning Services: Recommendations of CDC and U.S. Office of Population Affairs
- Title X Key Issues
- Title X Family Planning Program Policy Notices
- Title X Statutes and Regulations

Links to Other Federal Sites

- CDC–Chlamydia Information
- CDC–Preconception Health and Health Care
- CDC–Reproductive Health
- CDC–Sexually Transmitted Diseases
- CDC–Sexually Transmitted Diseases Treatment Guidelines
- Healthy People 2030–Family Planning

Support Page: References

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References

- Frequently Asked Questions (FAQ) | PDF (201 KB)
- FPAR Data System User Guide | PDF (3.96 MB)
- FPAR Data System Interactive Validations | PDF(125.5 KB)
- Title X Family Planning Annual Report: Forms and Instructions (Reissued October 2016) | PDF
  [Use for reporting FPAR data for 2016 to 2020]

Email Support

FPARHelp@ccs.rti.org

Phone Support

(866) 575-5593 (toll-free)

Support Hours

Monday to Friday, 9:00AM to 5:00PM EST

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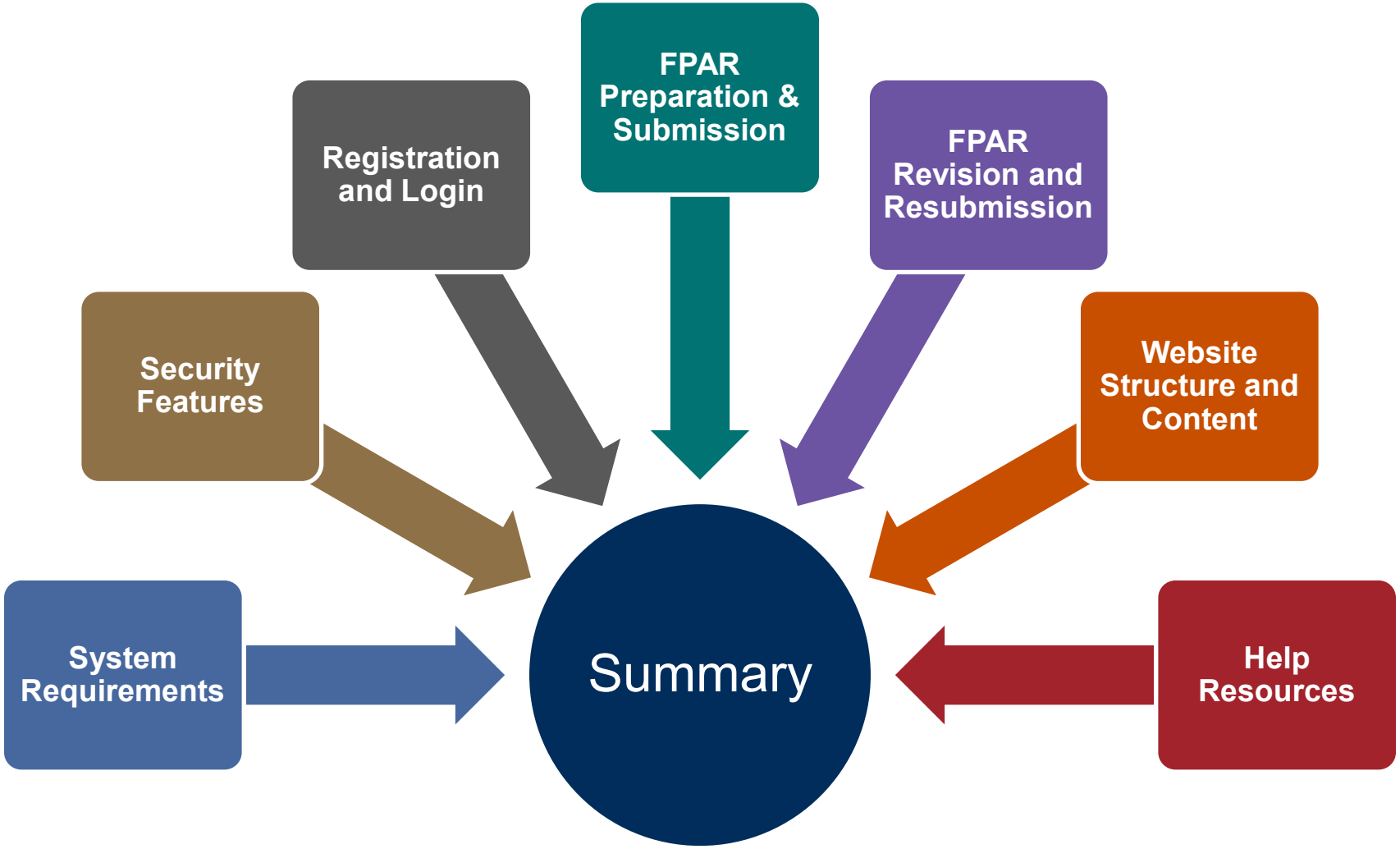
Wrap Up


FPAR Preparation & Submission
Registration and Login
FPAR Revision and Resubmission
Security Features
Website Structure and Content
System Requirements
Summary
Help Resources

More Information

Contact	Reference
FPAR Data Coordinator Jamie Kim, MPH Jamie.Kim@hhs.gov	***Title X FPAR Forms & Instructions*** https://opa.hhs.gov/evaluation-research/title-x-services-research/family-planning-annual-report/family-planning-annual ***FPAR Data System: User Guide*** See support page

Request E-Mail Certificate of Completion

- **Certificate of Completion**
  - To request a Certificate of Completion for this course, please email FPARTraining@RTI.org
  - Please use the subject line: Certificate of Completion, Submitting the FPAR

Thank You