

NH FAMILY PLANNING PROGRAM

Sub-Recipient Required Trainings

This document provides a detailed list of NH Family Planning Program (NH FPP) training requirements that apply to all NH FPP Title X sub-recipient agencies and their staff who engage with Title X clients. These requirements are subject to change per the NH FPP or Title X Regulations.

If you have questions about the required trainings, please email brittany.a.foley@dhhs.nh.gov

Sub-recipient agencies must maintain staff training records, including which staff completed the required trainings and when. Evidence that training requirements were completed by all project staff are to be submitted annually to the NH FPP, or upon request.

Staff should complete one of the two following training plans, as applicable:

1. **New Staff Training & Title X Orientation** – Must be completed by new staff as soon as possible, or at least in accordance with the timeline outlined in the training plan.
2. **Annual Staff Training** - Staff that are not new to Title X and the NH FPP are required to complete this training plan on an annual basis, within the State Fiscal Year (July 1st – June 30th).

Definitions:

NH DHHS: New Hampshire Department of Health and Human Services

RHNTC: Reproductive Health National Training Center

Title X Staff: all staff who interact with Title X family planning clients, are Title X-funded, or work on the Title X project. This includes front desk staff, medical assistants, contraceptive counselors, social workers, medical providers, nurses, etc.

Title X Clinical Staff: all clinical staff that interact with Title X family planning clients. This includes, nurses, medical assistants, physicians, nurse practitioners, physician assistants, clinical behavioral health providers, etc.

Annual Staff Training Plan All staff that are not new to the Title X NH FPP must complete the training list on an annual basis, within the State Fiscal Year (July 1st – June 30th). New staff are not required to follow this training plan until after their first year of employment when they have completed the *New Staff Training and Title X Orientation Plan*.

NH FPP Training Requirement	Training Details	Staff Required
Annual Title X Training	<p>Option 1 (recommended): Annual NH FPP Title X Live Webinar The date of the webinar will be announced via email each year, and will cover several Title X required training topics as well as other NH FPP program-related items.</p> <p>Option 2: Title X Orientation Requirements for Title X Funded Family Planning Projects (RHNTC Recorded Webinar) https://rhntc.org/resources/title-x-orientation-program-requirements-title-x-funded-family-planning-projects</p>	All Title X Staff <i>administrative, clinical, etc.</i>
Client-centered Services and Health Equity in Sexual & Reproductive Health	<p>Title X Staff must complete one of the training options below:</p> <p>Option 1: Complete one of the options from the list below:</p> <ul style="list-style-type: none"> • Cultural Competency in Family Planning Care eLearning; Time: 1.5 hours; continuing education available • Language Access Trainings (must complete both): <ol style="list-style-type: none"> 1.) Language Access 101: Creating Inclusive Clinics Webinar; Time: 30 minutes; continuing education available 2.) Working Effectively with Medical Interpreters eLearning; Time: 30 minutes; continuing education available • Leadership for a Diverse and Inclusive Family Planning Organization; Time: 1 hour • Think Cultural: Culturally Competent Nursing Care Program; continuing education available • Structures and Self: Advancing Equity and Justice in SRH eLearning • Trauma Informed Care in the Family Planning Setting Webinar; Time: 1.5 hours • Complete any webinar in the Putting the QFP into Practice eLearning Series <p>Option 2: Attend a related training opportunity shared or hosted by NH FPP staff during the year.</p> <p>Option 3: Alternate trainings related to client-centered services and Health Equity may be used with pre-approval from NH FPP staff.</p>	All Title X Staff <i>administrative, clinical, etc.</i>

<p>Annual 340b Sexual Health Webinar</p>	<p>NH DHHS hosts an annual webinar event that covers a variety of sexual health topics, including NH STD surveillance updates. A save the date will be shared once it is available.</p> <p><i>At least 2 clinical Title X staff must attend the live webinar. All other clinical staff must watch the webinar recording within 30 days of it being made available. A sheet of staff signatures will be collected 30 days after the recording is made available.</i></p>	<p>All Clinical Title X Staff</p>
<p>NH Mandatory Reporting</p>	<p><u>State Fiscal Year 2024</u> Training on New Hampshire mandatory reporting is required of all Title X staff once during a two-year project period.</p> <p>Mandatory reporting trainings are available live and on-demand through Know & Tell. To request a live training, or to view pre-recorded training options available, visit: https://knowandtell.org/</p> <p><i>Alternate training options on mandatory reporting may be used, but must be New Hampshire-specific.</i></p> <hr/> <p><u>State Fiscal Year 2025</u> Complete each of the following:</p> <ol style="list-style-type: none"> 1.) Review the following: Mandatory Child Abuse Reporting State Summary, New Hampshire 2.) Watch the following: Trauma-Informed Mandatory Child Abuse Reporting in a Family Planning Setting Video <p><u>Additional Resources (optional):</u> Identifying and Responding to Human Trafficking in Title X Settings, eLearning Course The Basics of Human Trafficking, guide</p>	<p>All Title X Staff <i>administrative, clinical, etc.</i></p>

New Staff Training and Title X Orientation Plan All staff new to Title X and the NH FPP must complete the training list as soon as possible, or at least by the deadline outlined in the training plan below. Online training options are provided so new staff can complete as their schedule allows.

NH FPP Training Requirement	Training Details	Staff Required	Timeline
Title X Orientation eLearning	<p><u>Title X Orientation Requirements for Title X Funded Family Planning Projects eLearning</u> Time: 45-90 minutes</p> <p><i>*In order to receive a certificate of completion, participants must be logged in prior to starting the course and complete the course evaluation upon completion</i></p>	All Title X Staff <i>administrative, clinical, etc.</i>	Within the first <u>30 days</u> of employment
NH Mandatory Reporting	<p>Mandatory reporting trainings are available live and on-demand through Know & Tell. To request a live training, or to view pre-recorded training options available, visit: <u>https://knowandtell.org/</u></p> <p><i>*Alternate training options on mandatory reporting may be used, but must be New Hampshire-specific.</i></p>	All Title X Staff <i>administrative, clinical, etc.</i>	Within the first <u>60 days</u> of employment
Cultural Competency in Family Planning Care eLearning	<p><u>Cultural Competency in Family Planning Care eLearning</u></p> <p>Time: 1.5 hours / Continuing Education: 1.5 contact hours offered (free)</p> <p><i>*In order to receive a certificate of completion or CEs, participants must be logged in prior to starting the course and complete the course evaluation upon completion</i></p>	All Title X Staff <i>administrative, clinical, etc.</i>	Within the first <u>90 days</u> of employment
Annual 340b Sexual Health Webinar	<p>NH DHHS hosts an annual webinar event that covers a variety of sexual health topics, including NH STD surveillance updates. A save the date will be shared once it is available.</p> <p><i>At least 2 clinical Title X staff must attend the live webinar. All other clinical staff must watch the webinar recording within 30 days of it being made available. For new clinical staff onboarding after this timeframe, it is strongly encouraged that they watch the most recent webinar recording as part of their training plan, otherwise they must plan on watching the next session available.</i></p>	All Clinical Title X Staff	Within the <u>first year</u> of employment