

REPRODUCTIVE HEALTH PROTOCOLS INSTRUCTIONS

(Scroll down for revised protocol information)

OPA requires all Title X grantees and sub-recipients to “assure services provided within their projects operate within written clinical protocols that are in accordance with nationally recognized standards of care, approved by the grantee, and signed by the physician responsible for the service site.” (*Program Requirements for Title X Funded Family Planning Projects – Requirement 9.6*)

To meet this requirement, the RH Program developed administrative and clinical protocols that all Title X sub-recipients must adopt, or adapt to their individual agencies. All protocols, once adapted, must be submitted to the RH Program for approval.

For these protocols to be approved, agencies must:

- 1) Replace (**insert AGENCY name**) with your agency name.
- 2) Replace the signatures at the top of each protocol with the signature of your health officer.
- 3) Replace any item that indicates it must be specified
 - a) E.g., (**insert POSITION/TITLE**), or 503-**XXX-XXXX**
- 4) Highlight any substantive changes made to the protocols.
- 5) Attach required documents where indicated.
 - a) E.g., Written accounting policies and procedures to Accounting System and Reports protocol
- 6) Insert descriptions where indicated, if applicable.
 - a) E.g., “Vasectomy Services: (**insert description here**)”
- 7) Submit the completed protocol to the RH program for approval.
- 8) Remove the DRAFT watermark.

Additionally, any changes to standards referenced within the protocols must be replaced with other nationally recognized standards and updated in the references sections of the protocol(s).

If any services are provided within the sub-recipient’s Title X program (i.e., a CVR is completed for the service) that are not included in this set of protocols, a protocol must be created and approved by the RH Program for that service.

PROTOCOL REVISIONS

The RH Program is committed to keeping the protocols current by revising them when changes are made in National Standards of Care recommendations. Since the release of the protocols in August 2015, some recommendations cited within them have changed. These changes, and other minor revisions, have been addressed and posted on the RH Program website and are effective June 30, 2016. Click here for the [administrative protocols](#), and here for the [clinical protocols](#). Agencies are not required to resubmit revised protocols, but they will be reviewed for these changes at the time of their triennial review. It is our intention to update these protocols on an annual basis.

Note: agencies that cited different National Standards of Care than those cited by the RH Program will be responsible for keeping their protocols up to date.

For questions please contact:

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