

REVIEW CRITERIA
FOR
TITLE X FAMILY PLANNING SERVICES PROGRAM
COMPETITIVE APPLICATIONS

June 2004

**REVIEW CRITERIA
TITLE X FAMILY PLANNING SERVICES PROGRAM**

Objective Review Committee

SCORING CRITERIA

Criteria # 1 - The degree to which the project plan adequately provides for the requirements set forth in the Title X regulations.

Examples of points to consider:

1. Description of the administrative, clinical, community education and outreach, family involvement, and financial management elements of the project is included, and is in compliance with the requirements of the Title X regulations.
2. At a minimum, services to be offered, either on site or by referral, include the following as they relate to family planning, and are required in the *Program Guidelines for Project Grants for Family Planning Services* (January 2001) and outlined in the program announcement:
3. Evidence that the project will not provide abortion as a method of family planning.
4. Evidence that projects will offer pregnant women the opportunity to be provided information and counseling regarding each of the following options: prenatal care and delivery; infant care, foster care, or adoption; and pregnancy termination as stipulated in the Title X regulations.
5. Evidence that the project will adhere to the legislative mandates as specified in the program announcement.
6. Evidence that educational, counseling, and medical services are provided in a culturally competent, age-appropriate manner, and that linguistic and educational needs of the target population are addressed.
7. Project plan contains objectives which are based on the needs of the target population.
8. Objectives are specific, measurable, time-limited, and can be used to assess the progress of the project.
9. Description of an evaluation component to regularly assess and measure the progress made toward attaining each specific objective.

10. Description of internal systems for monitoring delegate agencies or contract providers, and for assuring that services are provided in compliance with Title X requirements.
11. Description of schedule of discounts (sliding fee scale) which has sufficient proportional increments so that inability to pay is never a barrier to service, including how the sliding fee scale was developed, process for setting fees, and frequency with which fees are updated.
12. Description of the opportunities for participation in the development, implementation and evaluation of the project by persons broadly representative of all significant elements of the population to be served (in terms of demographic factors such as race, color, national origin, handicapped condition, sex, and age). This should include description of the community advisory committee which reviews materials to be used in the project.
13. Description of how the proposed project will address the program priorities listed in the program announcement. Consideration of key issues, also listed in the program announcement, should be evident.

20 Total Points Possible

___ Total Points Received

Criteria # 2 - The extent to which family planning services are needed locally.

Consider the following elements:

1. Description of the area(s) to be served , including discussion of potential geographic, topographic, and other related barriers to service.
2. Demographic description of the service area(s) including objective data pertaining to individuals in need of family planning services; maternal and infant morbidity/mortality rates; birth rates; adolescent pregnancy rates; rates of unintended pregnancies by age groups, poverty status, and race/ethnicity of the populations to be served; and any other pertinent health indicators.
3. Description of existing services and need for additional or continued family planning services to meet community/cultural needs.
4. Identification and descriptions of linkages with other resources related to family planning.
5. Identification and discussion of high priority populations and target areas.

20 Total Points Possible

___ Total Points Received

Criteria # 3 - The number of patients, and, in particular the number of low-income patients to be served.

Consider the following elements:

1. Description of high priority populations and/or target areas proposed to be served.
2. Justification for choice of target area(s) and description based on factors such as estimated % of low-income, uninsured, Medicaid, teens, etc.
3. Service site(s) are accessible to the target population - including description of location, service area(s), office hours, clinic hours.
4. A plan for community information which informs residents of the availability of services and promotes community understanding of the benefits of family planning.
5. Evidence that the community information and education program is based on a needs assessment of the target area(s).
6. Approaches used in outreach and client recruitment are appropriate to the cultural, age, and linguistic needs of the target population(s).
7. An evaluation component which regularly assesses whether the project is reaching the target population and measures the progress of information and education activities of the project, including a client satisfaction component.

15 Total Points Possible

_____ Total Points Received

Criteria # 4 -

The adequacy of the applicant's facilities and staff.

Consider the following elements:

1. Description of the organizational structure for program management, including an organizational chart which shows the location of the family planning program within the organizational structure.
2. Evidence that governing body, personnel policies, financial management policies, staffing pattern, and other management considerations are adequate for project management.
3. Job descriptions are appropriate for services provided. Qualification standards for key staff and biographical sketches for key personnel are included.
4. A description of the project staff training plan is based on identified needs and priorities.
5. A description of the process for performance review of project personnel.
6. Office and clinic hours and services reflect the needs of the target population(s).
7. Medical services will be performed under the direction of a physician with special training or experience in family planning.
8. Description of process to ensure professional credentials and licensure are appropriately addressed, documented, and monitored.
9. Staffing pattern that is realistic, appropriate and adequate to carry out the goals and objectives of the project.

15 Total Points Possible

___ Total Points Received

Criteria # 5 - The capacity of the applicant to make rapid and effective use of the Federal assistance.

Consider the following elements:

1. A copy of the standard agreement between the applicant and delegate agencies includes all provisions necessary to ensure that services provided by delegate agencies are in compliance with Title X requirements.
2. Number and type of delegate agencies and/or contract providers proposed is appropriate to support project activities.
3. Budget request is reasonable, relates to proposed activities, and is adequate to support the project. Costs are adequately justified.
4. Organizational structure and financial management system is adequate to support the requirements of the project.
5. Legal issues, as described in Section 5.0 of the *Program Guidelines for Project Grants for Family Planning Services* (January 2001) have been addressed in the proposal.

10 Total Points Possible

_____ Total Points Received

Criteria # 6 - The relative availability of non-Federal resources within the community to be served and the degree to which those resources are committed to the project.

Consider the following elements:

1. Description of existing statewide or community resources and networks related to family planning, including inter- and intra-agency linkages.
2. Evidence that without the proposed project, service needs of the target community would go unmet.
3. Description of referral and follow-up systems.
4. Evidence of collaboration with various levels of governmental, public and private organizations.
5. Agreements with third-party payers (Title XIX, Insurance, State, etc.) are appropriate and adequately described.

10 Total Points Possible

___ Total Points Received

Criteria #7 - The relative need of the applicant.

Consider the following elements:

1. Evidence that the target population(s) includes a significant number of low-income individuals.
2. The applicant clearly establishes the need for project funds in the community to meet the needs of the target population(s). Examples include lack of other federal or non-federal resources for family planning; continued need despite the resources available; cultural, linguistic, or other barriers specific to the target population(s); or other evidence of need for resources.
3. Budget is reasonable and adequate to meet the goals and objectives of the project.
4. Non-federal resources are evident in the budget documents.
5. There is a procedure in place for evaluating client income at least annually.
6. Evidence that required services will be provided regardless of a client's ability to pay. There will be no charge for services to clients whose incomes fall at or below 100% of the Federal Poverty level. There is a reasonable sliding fee scale, with adequate increments, for clients with incomes between 101% and 250% of the Federal Poverty level.
7. Evidence that a reasonable effort to collect charges without jeopardizing client confidentiality will be made.
8. Description of adequate procedures for patient billing and collecting.

10 Total Points Possible

____ Total Points Received