



### **1.8.7 ND FPP DATA SYSTEM / CLIENT VISIT RECORD (CVR)**

#### **POLICY:**

Annual submission of the FPAR is required of all Title X family planning services grantees for purposes of monitoring and reporting program performance (45 Code of Federal Regulations [CFR] Part 75). FPAR data are presented in summary form to protect the confidentiality of individuals who receive Title X-funded services (42 CFR Part 59).

The ND FPP will submit a Family Planning Annual Report (FPAR). The information collection (reporting requirements) and format for this report have been approved by the Office of Management and Budget (OMB) and assigned OMB No. 0990-0479 (Expires 9/30/2024). The FPAR data elements, instrument, and instructions are on the OPA Web site at <http://opa.hhs.gov>. Recipients must use the FPAR data to inform their QI/QA activities. (PA-FPH-22-001 NOFO and FY 22 Notice of Award Special Terms and Requirements)

FPAR is the only source of uniform reporting by all Title X services recipients. It provides consistent, national-level data on program users, service providers, utilization of family planning and related preventive health services, and program revenue sources. Annual submission of FPAR is required of all Title X services recipients to monitor and report program performance. Title X administrators and recipients use FPAR data to:

- Monitor compliance with statutory requirements.
- Comply with accountability and federal performance reporting requirements for Title X family planning funds, including, but not limited to, the Government Performance and Results Modernization Act and the Office of Management and Budget (OMB).
- Guide strategic and financial planning and respond to inquiries from policymakers about the program.
- Estimate the impact of Title X-funded activities on key reproductive health outcomes, including prevention of unintended pregnancy, infertility, and invasive cervical cancer.

#### **PROCEDURE:**

A CVR form must be completed for any client qualifying for a family planning visit. Subrecipients must use the Ahlers & Associates data system to report required client statistics.

CVR's must be coded in accordance with the instructions in the "North Dakota Family Planning Data System Manual". Components of the Ahlers manual are based on the current FPAR forms and instructions and cannot be modified.

Subrecipients are encouraged to participate in annual revisions to the CVR form and suggest clarification of other manual components.



Accountability reports can be produced monthly by subrecipient agencies, which identify errors in the data submitted. Errors must be corrected according to the instructions in the "North Dakota Family Planning Data System Manual."

Service site staff should know the importance of accurate CVR data entry.

The **subrecipient** CVR responsibilities include:

- Collection of demographic data and services provided data on each client
- Check data for accuracy and submit monthly
- Review the monthly list of CVRs with errors (rejections), correct the entries and resubmit the visit with your next transmission.
- Be aware of the capability of collecting of statistical information for the service site (unduplicated users, quality assurance measures, contraceptive use, labs completed, etc.)

The **ND FPP state staff** responsibilities include:

- Monitor and manage a contract with a data management system for services, updates and maintenance of data programs and reports
- Maintain the statewide database with the capability to retrieve statistics by agency
- Monitor CVR data entry (financial and clinical) for accuracy at triennial site reviews
- Provide delegate agencies with annual information that is service site specific

## RESOURCES:

[Family Planning Annual Report Forms and Instructions | HHS Office of Population Affairs](#)

[FPAR 2.0 Frequently Asked Questions | HHS Office of Population Affairs](#)

[Understanding FPAR Definitions: What is a Family Planning Encounter and Who is a Family Planning User? Job Aid | Reproductive Health National Training Center \(rhntc.org\)](#)

Ahlers CVR manual

<https://www.hhs.nd.gov/sites/www/files/documents/DOH%20Legacy/Family%20Planning/Grantees/References/NDCVR-manual-instructions.pdf>

Ahlers CVR form 2022

<https://www.hhs.nd.gov/sites/www/files/documents/DOH%20Legacy/Family%20Planning/Grantees/Forms/NDCVR-FORM.pdf>

<https://opa.hhs.gov/sites/default/files/2022-07/title-x-program-handbook-july-2022-508.pdf>