

Attention Clinic Staff

All clinics must maintain policies for their Family Planning Clinics on the topics listed below. These policies must be up-to-date and available for review upon request by state or federal family planning staff.

- Written policy for management of medical and non-medical emergencies;
- Written policy on how referrals are handled and how to follow up on referrals;
- Written policy on client contact when referrals are needed;
- Written policy addressing plans for community outreach and an evaluation strategy to measure outcomes and community awareness;
- Personnel policies that comply with federal and state law;
- Signed agreements with any sub-contractors;
- Certificate for Clinical Laboratory Improvement Amendments (CLIA);
- LEP Policy to address clients with limited English proficiency;
- Established set of printed clinical, administrative, and programmatic standards (Family Planning Guidelines); and
- Written policy that addresses Human Trafficking and Mandated Reporting.

Clinics must also maintain documents which show completion of required training for all staff working with the Family Planning Program.

Please check your Family Planning Guidelines for additional information on each of these topics.