

MEETING SUMMARY REPORT

Title X Grantee Orientation

May 4-5, 2022

PRESENTED TO:

Office of Population Affairs
1101 Wooten Parkway
Suite 200
Rockville, MD 20852
Alissa Harvey, COR
Tracy Georges, Task Lead

PRESENTED BY:

NORC at the University of Chicago
4350 East-West Highway, Floor 8
Bethesda, MD 20814
Felicia Cerbone, Project Director
Gabi Aden, Task Lead
Katie Krieger, Logistics Support
Rachael Snider, Logistics Support

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Introduction

About

For 50 years, Title X family planning clinics have played a critical role in ensuring access to a broad range of family planning and related preventive health services for millions of low-income or uninsured individuals and others. Title X is the only federal grant program dedicated solely to providing individuals with comprehensive family planning and related preventive health services.

On behalf of the United States Department of Health and Human Services (HHS), Office of Population Affairs (OPA), NORC at the University of Chicago supported OPA in the technical logistics of hosting a two-part virtual Title X Grantee Orientation on Wednesday, May 4, 2022 from 11:00 AM-5:30 PM (ET) and Thursday, May 5, 2022 from 10:00 AM to 5:30 PM (ET). The purpose of the virtual meeting was to **1)** orient staff of newly funded Title X recipients to the Title X Program requirements, program monitoring, management of the grant, key systems, and resources to support service delivery implementation, and **2)** to provide an opportunity for recipients to network and build connection with peers.

The meeting was hosted by, and the content presented by, internal Office of Population Affairs (OPA) expert staff with support from OPA’s partner organizations. The presenter names are listed in the table below in alphabetical order:

Title X Grantee Orientation Presenters	Presenter Organization and Role
Alissa Harvey	Title X Project Officer, Office of Population Affairs
Amy Margolis	Director, Division of Program Development and Operations, Office of Population Affairs
Ciara Davis	Title X Project Officer, Office of Population Affairs
Cynda Hall	Title X Project Officer, Office of Population Affairs
Jackie Witt	Program Director, National Clinical Training Center for Family Planning (NCTCFP)
Jennifer Blum	Senior Researcher, Mathematica
Jessica Swafford Marcella	Deputy Assistant Secretary of Population Affairs, Director, Office of Adolescent Health
Karen Silver	Senior Advisor for Health Communications
Laura Akinyode	Business Analyst, ICF
Lisa Schamus	Health Care Consultant, John Snow, Inc. (JSI)
Llew Brown	Senior Lead, Mathematica
Michael Bennett	Senior Project Manager, ICF
Naomie Gathua	Title X Project Officer, Office of Population Affairs
Nora Paxton	Director, Mathematica
Roshni Menon	Social Science Analyst, Office of Population Affairs

Shenena Armstrong Merchant	Title X Project Officer, Office of Population Affairs
Scott Moore	Director and Grants Management Officer, OASH Grants and Acquisition Management
Stephanie Lim	Lieutenant Commander, Office of Pharmacy Affairs, Health Resources and Services Administration (HRSA), Office of Special Health Initiatives
Tisha Reed	Title X Project Officer, Office of Population Affairs

Participants

The meeting participants included recipients from each newly funded 2022 Title X grantee program. Ninety (**90**) recipient organizations were invited to participate of which, eighty-one (**81**) organizations (or **90%**) registered, and were represented throughout the meeting. A full participant list is included as **Attachment A**.

<i>*Indicates an organization that was not in attendance during the 2022 Title X Grantee Orientation</i>	
Action for Boston Community Development	Michigan Department of Health & Human Services
AccessMatters	Missouri Family Health Council, Inc.
Adagio Health Inc.	Neighborhood Improvement Project, Inc.
Alabama Department of Public Health	Nevada Primary Care Association
Alaska Department of Health and Social Services	New Hampshire Dept of Health and Human Services
American Samoa Medical Center Authority	New Jersey Family Planning League, Inc.
Arizona Family Health Partnership	New Mexico Department of Health
Arkansas Department of Health	New York Department of Health
Aunt Martha's Health And Wellness, Inc.	North Carolina Department of Health & Human Services
Bridgercare	North Dakota Department of Health
Caring Hands Healthcare Centers, Inc.	Ohio Department of Health
City of Carson City	Oklahoma State Health Department
City of El Paso	Oregon Department of Human Services
Colorado Department of Public Health and Environment	Palau Ministry Of Health*
Commonwealth Healthcare Corporation*	Planned Parenthood Association of Utah
Community Health Centers of Pinellas, Inc. DBA Evara Health	Planned Parenthood Great Northwest, HI, AK, IN, and KY – Alaska project
Community Health Connection, Inc.	Planned Parenthood Great Northwest, HI, AK, IN, and KY – Idaho project*
Community Clinic Inc.	Planned Parenthood Great Northwest, HI, AK, IN, and KY – Indiana project*
Converge, Inc.	Planned Parenthood Great Northwest, HI, AK, IN, and KY – Kentucky project*
Cornell Scott-Hill Health Corporation	Planned Parenthood MN, ND, SD
County of Ramsey	Planned Parenthood of Greater Ohio
Delaware Health and Social Services	Planned Parenthood of Greater Texas Family Planning And Preventative Health Services
Essential Access Health - California	Planned Parenthood of Northern New England, Inc.
Essential Access Health - Hawaii*	Planned Parenthood South Texas
Executive Office of The Governor of Delaware	Planned Parenthood South Atlantic - North Carolina
Family Health Centers of Georgia, Inc.	Planned Parenthood South Atlantic - South Carolina
Family Health Council of Central Pennsylvania, Inc.	Public Health Solutions
Family Planning Association of Maine	Rhode Island Department of Health

Family Planning Council Of Iowa	South Carolina Department of Health and Environmental Control
Family Planning Council of Nebraska, Inc.	South Dakota Department of Health
Florida Department of Health	Southern Nevada Health District
FSM Department of Health and Social Affairs*	State of Nevada Division of Public and Behavioral Health*
Guam Department Of Public Health & Social Services	Tennessee Department of Health
Idaho Department of Health and Welfare	Unity Health Care, Inc.
Illinois Department of Public Health	University Of Puerto Rico Medical Sciences Campus
Indiana Family Health Council Inc. - Illinois	Vermont Agency of Human Services
Indiana Family Health Council Inc. - Indiana	Virgin Islands Department of Health Group
Iowa Department of Public Health	Virginia Department of Health
Jefferson County Board of Health	Virginia League For Planned Parenthood Inc.
Kansas Department of Health and Environment	Washington State Department of Health
Kentucky Cabinet for Health & Family Services	Washoe County Health District
Louisiana Department of Health	West Virginia Department of Health and Human Services
Maryland Department of Health	Wisconsin Department of Human Services
Massachusetts Department of Public Health	Women's Health And Family Planning Association of Texas
Maternal and Family Health Services, Inc.	Wyoming Health Council

Agenda: Day 1 – May 4, 2022

- 11:00 AM – 11:15 AM **OPA Opening**
- 11:15 AM – 12:15 PM **Title X Content**
 - Introductions & Getting Started
 - Importance of Title X
- 12:15 PM – 1:00 PM **Break**
- 1:00 PM – 1:45 PM **Title X Content**
 - Foundation of Title X Requirements
- 1:45 PM – 2:00 PM **Break**
- 2:00 PM – 3:00 PM **Networking by Region**
- 3:00 PM – 3:15 PM **Break**
- 3:15 PM – 4:15 PM **FPAR**
 - FPAR Overview
 - Incorporating Grantee Feedback
 - System Development
 - Deciding on FPAR Reporting Path
 - Next Steps in Preparing for FPAR Data Submission
 - Technical Assistance Resources
- 4:15 PM – 4:45 PM **Title X Locator Database**

- 4:45 PM – 5:30 PM **Optional Office Hours**
 - FPAR
 - GAM
 - Title X Regulations
 - Clinic Locator Database

Agenda: Day 2 – May 5, 2022

- 10:00 AM - 10:45 AM **Optional Office Hours**
 - FPAR
 - GAM
 - Title X Regulations
 - Clinic Locator Database
- 11:00 AM – 12:45 PM **Title X Content**
 - **Welcome**
 - **Title X Program Requirements & Program Handbook**
 - **OPA Monitoring and Oversight**
 - Roles & Responsibilities of PO
 - Program Review Process and PR Tool
 - **Overview of Title X Support Systems**
 - Max Federal Community
- 12:45 PM – 1:30 PM **Break**
- 1:30 – 2:30 PM **Networking by Affinity Group**
 - State/Local Government Agency
 - FPCA
 - FQHC
 - Planned Parenthood
 - Other
 - US Territories and Freely Associated States
- 2:30 PM – 3:00 PM **340B Program**
- 3:00 PM – 3:15 PM **Break**
- 3:15 PM – 4:15 PM **OASH Grants and Acquisition Management (GAM)**
- 4:15 PM – 5:15 PM **Additional Services and Supports Available for Grantees**
 - Reproductive Health National Training Center (JSI)
 - National Clinical Training Center for Family Planning
 - Title X Family Planning Research Grant NOFO
 - Introduction to Title X Implementation Study (2022-2024)
- 5:15 PM – 5:30 PM **Closing**

Registration

The 2022 Title X Grantee Orientation utilized the Cvent Event Management platform for the meeting [website](#) and registration needs. The comprehensive suite of solutions provided by Cvent helped automate and simplify the registration and event management process of the virtual Title X Grantee Orientation for the attendees and registrants. The two-day virtual meeting was hosted via Zoom Meetings with capabilities for participants to join, network, and collaborate in breakout rooms by region and affinity groups.

NORC disseminated invitations to grantee recipients on the fourth of April 2022, approximately thirty (**30**) days out from the start of the first day of the orientation, May 4, 2022. Through marketing, recipients were encouraged to register by **April 22, 2022**.

- Registration Open: **April 4, 2022**
- Registration Deadline: **May 4, 2022**
- Total Number of Open Registration Days: **30**

Each of the eighty-six (**86**) organizations invited to participate were provided instruction to register no more than two (**2**) persons for the orientation. Registration was limited to grantee organization participants, not subrecipients or service sites.

At the conclusion of the event, the Title X Grantee Orientation final reporting showed a total of one-hundred ninety-two registrations (**192**) broken down by registration type; one-hundred forty-six (**146**), or **76%**, Title X Recipients, twenty-four (**24**), or **13%**, OPA Staff, nine (**9**), or **5%**, OPA Training/Technical Assistance Providers, seven (**7**), or **4%**, Other Federal Staff, and six (**6**), or **3%**, Other which included registrants from Mathematica, and ICF. *Registration Types are represented in Figure 1.*

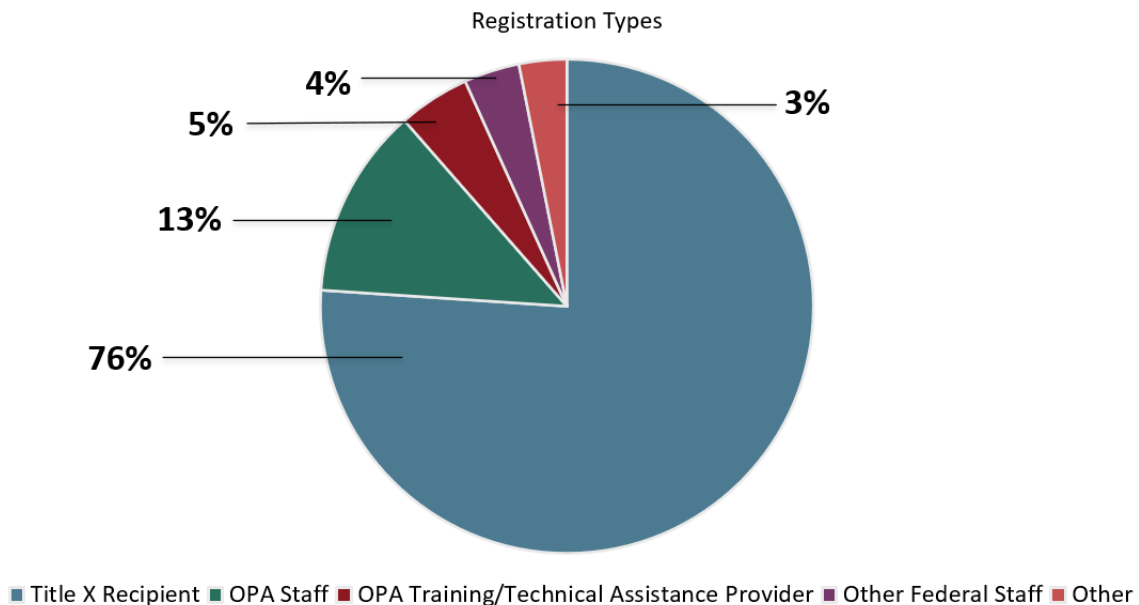


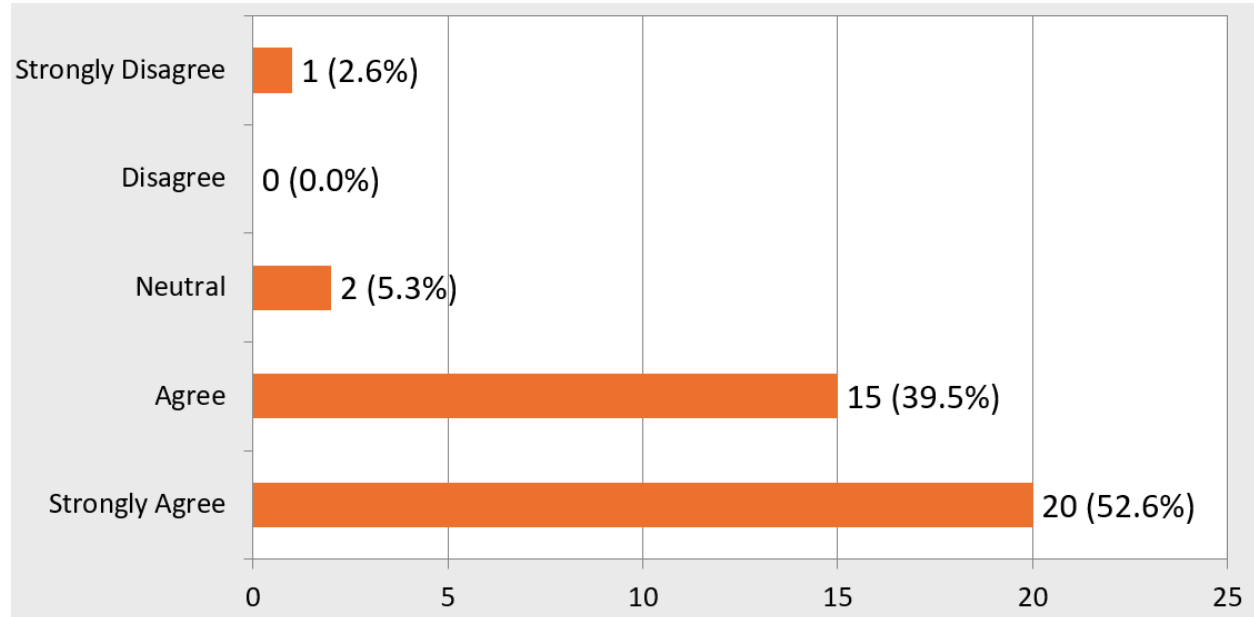
Figure 1

Evaluation

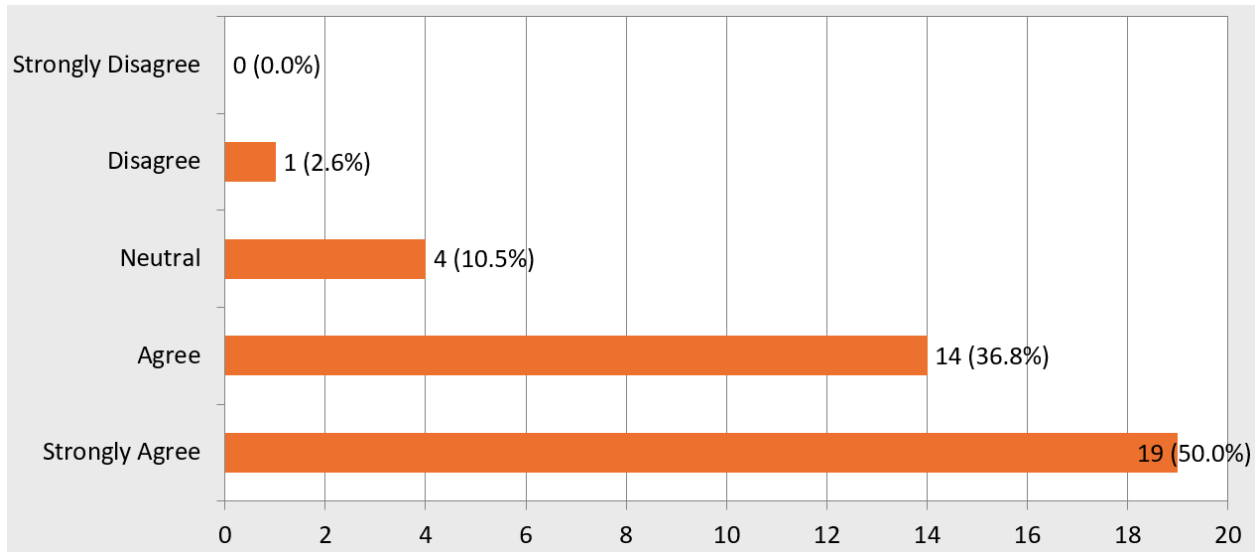
At the conclusion of the meeting, participants were invited by email to participate in a brief survey to measure their satisfaction with the Title X Grantee Orientation. NORC utilized Cvent to build out and invite participants to submit their feedback for the evaluation. The evaluation was released on Wednesday, May 11, 2022 and scheduled to close on Tuesday, May 17, 2022. NORC re-opened the survey and disseminated a reminder email to attendees on Thursday, May 19. The survey then closed on Tuesday, May 24, 2022 with a total of thirty-eight **(37) recorded responses** (of 192 invited) for a **19% response rate**.

Below are two highlights from the evaluation report to demonstrate visual results of each of two questions; 1) *The goals identified at the beginning of the orientation were met*, and 2) *I would recommend this orientation in future years for other grantees in roles similar to mine*. The full evaluation report contains results from all twenty-five (25) questions and is included as **Attachment B**.

Evaluation Question #1: The goals identified at the beginning of the orientation were met.



Evaluation Question #6: I would recommend this orientation in future years for other grantees in roles similar to mine.



Evaluation Summary

Meeting participants were asked to rate their level of agreement or disagreement with eighteen (18) questions on a five-point Likert scale rating system (5=Strongly Agree, 4=Agree, 3 = Natural, 2=Disagree, and 1=Strongly Disagree) and seven (7) open-ended questions.

1. The goals identified at the beginning of the orientation were met.
2. The orientation increased my knowledge of how to navigate our grant program.
3. The virtual format for the orientation was effective in facilitating knowledge transfer.
4. The technology used enhanced my experience in the orientation.
5. The knowledge gained from this orientation can be applied to my work and will help me perform my job duties more effectively.
6. I would recommend this orientation in future years for other grantees in roles similar to mine.
7. I will disseminate the knowledge gained in this orientation to colleagues in my community & organization.
8. The two-day orientation length was sufficient to meet its goals.
9. The method of delivery kept my interest.
10. The amount of time spent on each topic was sufficient.
11. Concepts were clearly communicated.
12. The Networking Breakout by Region breakout on Day 1 was helpful for me in networking with other grantees in my region.
13. The Networking by Affinity Group breakout on Day 2 was helpful for me in networking with other grantees in my affinity.

14. The marketing efforts were efficient in communicating the details and Zoom links for the meeting (e.g., Grantee Digest, eMail blasts, etc.)
15. Receiving the Zoom links the morning of each orientation was helpful, rather than receiving 24 hours in advance.
16. The Office Hours hosted on Day 1 and Day 2 of the meeting were helpful for my role as a newly awarded grantee.
17. The number of breaks was well received in giving time to decompress between sessions.
18. The OPA staff who presented during the Title X Orientation were knowledgeable about the subject matter, responsive to participants, and clearly presented the information.
19. What were the strengths of the orientation?
20. How can we improve for future delivery of the orientation?
21. Were there any areas of the Title X Orientation that were not covered that you would have liked to learn about? If so, please list the areas.
22. How else can OPA support you as a newly awarded grantee?
23. What other resources would you like to see?
24. Was there any information you wish you received in advance to better prepare you for the orientation?
25. Share with us your comments or suggestions related to the orientation.

Ninety-two (92%) of participants either Strongly Agreed or Agreed that *the goals identified at the beginning of the orientation were met*, and fifty-five (55%) Agreed that *the orientation increased my knowledge of how to navigate our grant program*. NORC received the majority of “Neutral” responses on the question, *the networking breakout by region breakout on day 1 was helpful for me in networking with other grantees in my region*, this question represented a twenty-six percent (26%) Neutral response with three percent (3%) of respondents noting that they Disagreed. Likewise, the same responses remain true for the sister question, *the networking by affinity group breakout on day 2 was helpful for me in networking with other grantees in my affinity*; twenty-six percent (26%) Neutral and three percent (3%) Disagree.

The overall comments from Title X grantees were positive in nature and provided constructive feedback for NORC and OPA to best improve meeting logistics for virtual meetings moving forward. Samples from select comments are provided below. A thorough export of all participant comments is included as **Attachment B**.

What were the strengths of the orientation?

- *I greatly appreciated OPA staff talking about all topics and requirements within the Title X grant. The breakout sessions by region were also nice (Day 1 - smaller group)*
- *This was a very thoughtful and well put-together virtual orientation. I'm not new to Title X, but I've enjoyed hearing the entire presentation like a new employee.*

How can we improve for future delivery of the orientation?

- *I have been working with Title X for almost 20 years and I think you all did a great job describing the program and walking participants through huge amounts of information. My colleague is new to the program and became a bit overwhelmed with all of the information. Perhaps more breaks or job aides might help the new folks. The regional breakout was great for me. She reported limited benefits. She also was not sure what "office hours" to attend because she was not as familiar with the topics. Finally, I had several other staff who wanted to attend but could not attend due to the 2-person limit. Perhaps next time they could join the general sessions? Great job overall.*
- *Perhaps OPA could put together a 1 hour "new" employee onboarding for all Title X staff to show the regulations and "this is why we ask you to..." type thing. MANY times, we are asked, why do we have to do this attestation every year? why do we have to do mandatory training yearly?*

How else can OPA support you as a newly awarded grantee?

- *More frequent meetings with OPA staff.*
- *Have a summary page of all the links to all the different documents sent ahead of time would have been helpful. Getting the different links out of the chat was a little difficult.*

Attachments

- **Attachment A** – Final Registration Report
- **Attachment B** – Evaluation Report
- **Attachment C** – Final 508'd PPT Deck