

**FAMILY PLANNING PROGRAM****SECTION:** Fiscal Administration**POLICY AND PROCEDURE MANUAL****SUBJECT:** Midlevel Practitioner and
Physician Staffing Profile

POLICY: Delegate agencies shall report personnel by provider type to the State office.

GUIDELINES:

1. Annually, delegate agencies shall submit the Midlevel Practitioner and Physician Staffing Profile to the State office. (See Appendix for form with instructions.) This report is due:
 - a) January 15
2. The report shall list all physicians and midlevel practitioners working in the Family Planning Program.
3. Salaried, in-kind, and contract personnel should be included on the report.
4. Trainees/students should be included only if they are functioning as a staff member.
5. Include total number of medical encounters per provider category - physicians, physician assistant, and advanced practice nurse.

References:

1. Program Guidelines for Project Grants for Family Planning Services, 2001, p. 10, Section 6.7, Reporting Requirements.
2. Title X Grantees Family Planning Annual Report: Forms and Instructions, DHHS, October 2007.