

**FAMILY PLANNING PROGRAM****SECTION:** Program Administration**POLICY AND PROCEDURE MANUAL****SUBJECT:** CVR Program

POLICY: Delegate agencies must use the Client Visit Report (CVR) Program to report client statistics to the State Family Planning Office.

GUIDELINES:

1. The State office of family planning shall:
 - a. make available and maintain the Clinic Visit Record (CVR) Program.
 - b. maintain the statewide data base with capability to retrieve statistics by individual agency.
 - c. provide training and technical assistance for installing and running the program and extracting statistical information from the system.
 - d. provide the CVR forms.

2. The delegate agency shall:
 - a. install the CVR program on their agency computer.
 - b. input statistical information on each client and client visit on a regular basis - daily, weekly, monthly - dependent upon agency size.
 - c. download client statistical information monthly and forward the information/file to the State office no later than the 5th working day of the month. The file may be forwarded either:
 - through ground mail on a diskette; or
 - through electronic mail (email) as an attachment.
 - d. Make suggestions for change which will benefit the NDFPP.

References:

1. Clinic Visit Record Program Instructions Manual, as amended September 2006.
2. Program Guidelines for Project Grants for Family Planning Services, 2001, p. 10, Section 6.7, Reporting Requirements.