



Section: Program Administration
Policy: PA 33
Subject: CVR Process

Policy: Delegates must provide client data utilizing Ahlers program or approved database system to report required program statistics to the State Family Planning office.

Guidelines:

1. The State Family Planning office shall:

- a. Monitor and manage contract with Ahlers & Associates for services, updates and maintenance of data program and reports.
- b. Facilitate training on Ahlers program for delegate staff.
- c. Provide Ahlers CVR manual and data entry guidelines to assist delegate staff with data entry.
- d. Monitor and manage NDDoH lab interface.
- e. Monitor and manage Pap lab interface.

2. The delegate agency shall:

- a. Install Ahlers program on computer network.
- b. Enter client data into Ahlers program on a regular basis.
- c. Transmit client data to Ahlers website for web based reporting by assigned date.
- d. Utilize lab interface process.
- e. Work with Ahlers for technical assistance on database updates, data transmission and issues that arise.

3. For delegates utilizing a non-Ahlers database program:

- a. Provide state office with information on preferred database program.
- b. Manage implementation process of data entry and reporting to state office.
- c. Provide staff training on data entry.
- d. Assume costs of program implementation.

References:

1. Ahlers CVR manual, July 2010
2. Ahlers PC system documentation manual
3. Program guidelines for Project Grants for Family Planning Services, 2001, p. 10, Section 6.7, Reporting Requirements