

New York State Family Planning Program Annual Data and Narrative Reporting FAQ

This document presents common questions related to New York State Family Planning Program (NYSFPP) Family Planning Annual Report (FPAR) data reporting, the annual narrative, and Community Participation Education and Program Promotion (CPEP) reports. These questions were originally discussed during the January 10, 2024 webinar, [NYSFPP Annual Data and Narrative Reporting: Frequently Asked Questions and Live Q&A](#).

Required Family Planning Annual Report (FPAR) Tables

What are tables 9, 13, and 14 for?

Tables 9, 13, and 14 are required reports outside of client-level encounter data. These tables are as follows:

- Table 9: Abnormal Cervical Cancer Screening Results
- Table 13: Utilization of Clinical Services Providers
- Table 14: Revenue report

Instructions for each table were included in the email attachments from 12/31/23 from bwhfpp@health.ny.gov.

What time range is the report for?

The report is for the calendar year, January 1, 2023 - December 31, 2023.

What should be reported in FPAR Table 9?

Report the following information on cervical cancer screening activities:

- Number of Pap tests with an ASC or higher result according to the 2001 Bethesda System.
- Number of Pap tests with an HSIL or higher result according to the 2001 Bethesda System.

These numbers should be aggregated for all of the clinics in your agency.

What is the reason for the Pap request data?

This is the same Pap request data that is asked for every year, aggregating the number of abnormal results in two categories from your agency. This is data that cannot yet be accurately captured in the CVR. To complete this report, review the guidance in the FPAR instructions.

Is the cervical cancer screening data reported as combined or is that reported as separated out by institution?

The data should be reported as one combined number for every entity under your agency contract. In a situation where there are two institutions with a joint grant, the agencies should report together, not separately.

What should be reported in FPAR Table 13?

Report the following provider staffing data:

- Number of full-time equivalent (FTE) family planning Clinical Services Providers, by type of provider.

What should be reported in FPAR Table 14?

Report on all funding received/earned or anticipated to be received/earned and used to support activities provided within the scope of your NYS Family Planning Program services contract during the time period. This does not include revenue received in your contract base award or related additional amounts.

Will the additional funds supporting EHR changes be considered as part of 12B in Table 14 Other Government Income?

This is not something that you should include in this field because that is part of your New York State FPP contract and so is considered family planning funds.

Are there any changes or particular items of interest to highlight in the reports this year?

Note that while last year data was requested from April-December, this report should include the entire calendar year of January 1, 2023 - December 31, 2023.

What if you can't submit FPAR data or if the data is not accurate due to EMR vendor issues?

NYSDOH is hopeful for a timely submission of FPAR data, emphasizing mid-January as the preferred deadline but allowing a few extra days if necessary. If that's still a problem, NYSDOH will discuss options with those individual agencies requiring further assistance. Even if there are high percentages of rejected CVRs, you should submit what you can. FPP agencies should reach out to their program managers and data manager to discuss their particular case, if needed.

Annual Narrative, and Community Participation Education and Program Promotion (CPEP) reports

What is the focus of the Narrative Annual Report and CPEP Report?

These reports are due at the end of each year and they capture data related to the NYS FPP's four primary areas of performance:

- Access to Services
- Clinical Quality
- Administrative Capacity and Oversight
- Community Engagement

These reports are used when developing upcoming trainings and TA efforts. They are also used in narratives to federal funders at OPA.

Where is the Updated 2023 Annual Report Template and Community Participation Education and Promotion Report Template?

See emailed attachments or access on the [Resources page of the NYSFPTC website](#) under FPP Data Collection and Reporting.

What were the minor changes to the 2023 CPEP template?

Question 7 now also asks how your Information and Education (I&E) Committee reviews materials (ex. Do you send out PDFs? Do you convene virtually?).

Question 11 is a new question about the challenges you encounter when conducting education and what opportunities for training are needed to overcome these challenges.

Where can I find guidance on CPEP?

Guidance Documents Available on the [Resources page of the NYSFPTC website](#) under FPP Implementation Tools.

What is new in the 2023 Annual Report?

Section 2 on fiscal sustainability has been updated. Please describe how you set your full fee charges in this section. This information will help NYSDOH understand how you determine your full fee schedule and will allow them to help provide TA on federal discounts around fiscal sustainability for your program.

Section 5 asks for more details around quality improvement and quality assurance activities. NYSDOH requests that, if you are able, to please send a blank copy of your patient satisfaction survey as an attachment to your annual report.

Section 7 now includes a question on what support you need from DOH to prevent and/or respond to any security threats and/or violence your program experienced during the year.

Is there anything that should be elevated in a report?

Highlight any work you are proud of and any unique work you have done with special populations.

What trainings are required for staff and how should we document this?

Please refer to the NYSFPP Training Guidance Handout under FPP Implementation Tools on the [Resources page of the NYSFPTC website](#).