

# NEW YORK STATE FAMILY PLANNING PROGRAM (NYSFPP) TRAINING GUIDANCE



Department  
of Health



New York State  
Family Planning  
Training Center  
nysfptraining.org

All NYSFPP staff are required by NYSDOH to complete trainings on a variety of topics. The specific training and content requirements for each staff member are based on their role within the NYSFPP and should reflect the scope of work they perform. Trainings that are required based on staff role are indicated with a Y ("YES"). Providers can document fulfillment of training requirements with the following: agency policy and procedures, training attendance logs, staff certificates of completion, and/or signed acknowledgment form or statement of understanding. Contact your NYSDOH FPP Program Manager with questions and refer to [NYSFPP Program-Specific Requirements](#).

| Training Requirements –<br>Once Per Project Period                                    | NYSFPP<br>Policy  | Training Resource (Source)                                                                                                                                                                                         | Time           | Clinical Staff <sup>1</sup> , Program Director/<br>Manager, Clinical Manager, &<br>Health Educator/Social Worker | Reception/<br>Front Desk &<br>Billing Staff |
|---------------------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| Program Orientation                                                                   | 2.5, 2.6,<br>2.10 | <a href="#">Family Planning Program Orientation</a> (NYSFPTC)                                                                                                                                                      | 1 hr           | Y                                                                                                                | Y                                           |
| Client-Centered<br>Contraceptive Counseling                                           | 2.4               | <a href="#">Client-Centered Contraceptive Counseling Skills eLearning</a> (RHNTC) <sup>2</sup>                                                                                                                     | 1 hr           | Y                                                                                                                | N                                           |
| Culturally-Competent,<br>Client-Centered Care                                         | 2.7               | <a href="#">Cultural Competency in Family Planning Care eLearning</a> (RHNTC) <sup>3</sup>                                                                                                                         | 1 hr           | Y                                                                                                                | Y                                           |
| Human Trafficking                                                                     | 2.13.3            | <a href="#">SOAR to Health and Wellness Human Trafficking Training</a> (ACF)                                                                                                                                       | 1 hr           | Y                                                                                                                | Y                                           |
| <i>Providing Quality Family<br/>Planning Services<br/>Recommendations</i> (QFP)       | 2.4               | <a href="#">Introduction to the Quality Family Planning Recommendations eLearning</a> (RHNTC)                                                                                                                      | 1 hr           | Y                                                                                                                | N                                           |
| Pregnancy Counseling                                                                  | 2.4               | <a href="#">Pregnancy Testing and Counseling eLearning</a> (RHNTC)                                                                                                                                                 | 2 hr           | Y                                                                                                                | N                                           |
| Annual Training<br>Requirements                                                       | NYSFPP<br>Policy  | Training Resource (Source)                                                                                                                                                                                         | Time           | Clinical Staff*, Program Director/<br>Manager, Clinical Manager, &<br>Health Educator/Social Worker              | Reception/<br>Front Desk &<br>Billing Staff |
| Identification and<br>Reporting of Suspected<br>Child Abuse <sup>4</sup>              | 2.13.1,<br>2.13.2 | <a href="#">Mandatory Child Abuse Reporting at NYSFPP-Funded Settings - Training Slides</a> (NYSFPTC) & <a href="#">Trauma-Informed Mandatory Child Abuse Reporting in a Family Planning Setting Video</a> (RHNTC) | 1.5 hr<br>10 m | Y                                                                                                                | Y                                           |
| Involving Family Members<br>in the Provision of Family<br>Planning Services to Minors | 2.4               | <a href="#">Counseling Adolescent Clients to Encourage Family Participation Video</a> (RHNTC)                                                                                                                      | 6 m            | Y                                                                                                                | N                                           |
| Counseling Minors on<br>Resisting Coercion into<br>Engaging in Sexual Activity        | 2.4               | <a href="#">Counseling Adolescent Clients to Resist Sexual Coercion Video</a> (RHNTC)                                                                                                                              | 5 m            | Y                                                                                                                | N                                           |
| Medical Emergency Plans                                                               | 1.13              | <i>Site-Specific</i>                                                                                                                                                                                               |                | Y                                                                                                                | Y                                           |

# NEW YORK STATE FAMILY PLANNING PROGRAM (NYSFPP) TRAINING GUIDANCE



Department  
of Health



New York State  
Family Planning  
Training Center  
[nysfptraining.org](https://nysfptraining.org)

<sup>1</sup> MD, NP, PA, CNM, RN, LPN, MA and other staff engaged in direct patient care, includes medical/clinical directors.

<sup>2</sup> As of June 2024, the Client-Centered Contraceptive Counseling Skills eLearning (RHNTC) replaced the prior course “Contraceptive Counseling and Education eLearning.” Staff that completed the Contraceptive Counseling and Education eLearning in the current project period **do not** need to take the Client-Centered Contraceptive Counseling Skills eLearning. Staff are **not** required to complete the second course in the series: Contraceptive Methods and Guidelines for Their Use eLearning.

<sup>3</sup> As of February 2024, the Cultural Competency and Humility in Family Planning Care: Embracing Culture eLearning (RHNTC) replaced the prior course “Cultural Competency in Family Planning Care eLearning.” Staff that completed the Cultural Competency in Family Planning Care eLearning in the current project period **do not** need to take the Cultural Competency and Humility in Family Planning Care: Embracing Culture eLearning. Staff are **not** required to complete the second course in the series: Reducing the Impact of Unconscious Bias in Family Planning Care eLearning.

<sup>4</sup> New York State has identified select professionals as mandated reporters of child abuse or maltreatment (Section 413 of the New York Social Services Law). These positions must follow the NYS guidelines and follow the Office of Children and Family Services (OCFS) [mandated reporter training](#) requirements per their licensure/role. *If staff have taken the OCFS mandated reporter training in the current year, this would fulfill the identification and reporting of suspected child abuse training requirement.*

**Definitions:** NYSFPTC = New York State Family Planning Training Center ([nysfptraining.org](https://nysfptraining.org)); RHNTC = Reproductive Health National Training Center ([rhntc.org](https://rhntc.org)); NYSDOH = New York State Department of Health; NYSFPP = New York State Family Planning Program; QFP = *Providing Quality Family Planning Services: Recommendations from CDC and the U.S Office of Population Affairs.*