

Center for Maternal and Child Health
Maryland State Family Planning Program
Title X Site Review Process
Pre-Assessment Required Materials

The following tools should be completed prior to the day of the site review. Assistance from other programs/divisions within the delegate agency to complete these tools is strongly encouraged. Please have the completed tool readily available for review/ reference on the day of the site review.

- _____ Completed Title X Family Planning Services Program Review Tool: Administration
- _____ Completed Title X Family Planning Services Program Review Tool: Clinical
- _____ Completed Title X Family planning Services Program Review Tool: Financial

Other items to have readily available for review on the day of the site review.

- _____ Documentation that all Family Planning staff has reviewed The Maryland Family Planning and Reproductive Health Program Administrative and Clinical Guidelines.
- _____ Cytology Screening (Pap) Log
- _____ Family Planning Laboratory Log
- _____ Delegate guidelines
- _____ Delegate Quality Assurance Documentation
- _____ Documentation of staff training
- _____ Documentation of staff licensing and credentialing

Completion of this checklist prior to a site review will increase the efficiency of the site review process and is always appreciated.

