



# 1. FQHC Network Level Organizational Assessment

## INTRODUCTION

This CAP Organizational Capacity Assessment tool has been designed to assist health care agencies to examine their organizational capacity to provide contraceptive services. The assessment seeks to understand key components of the FQHC network as a whole. Upon completion of the assessment, you will work with your team to understand your agency's current ability provide contraceptive care to the women you serve, and implement strategies to improve your organization's capacity to provide clients with the full range of contraceptive methods, including Long-Acting Reversible Contraception (LARC).

## INSTRUCTIONS

### **Who Should Complete the CAP Organizational Capacity Assessment?**

Given the number of areas covered, it is likely that completing this assessment will require the engagement of multiple staff, including a Medical Director, practice manager, a data analyst/QI staff, and/or a fiscal/billing staff person. The designated change agent will be responsible for engaging key team members in order to complete the assessment. Please review the completed assessment with your entire Senior Change Team before submitting, and make sure everyone is in agreement with the responses provided.

### **How to Submit this Assessment**

Please submit your completed assessment to Alice Douglas at [adouglas@caiglobal.org](mailto:adouglas@caiglobal.org) by August 21, 2017. You can either complete this assessment by hand or complete this fillable pdf.

### **Questions?**

If you have questions while completing this assessment, please contact Alice Douglas either by email ([adouglas@caiglobal.org](mailto:adouglas@caiglobal.org)) or phone (212-594-7741 ext. 260).





## GENERAL AGENCY INFORMATION

1. In the table below, please indicate if current written clinical policies include the following practices.

	National Recommendations <sup>12</sup>	Policy in Place	
		YES	NO
<b>A</b>	IUDs available to nulliparous women		
<b>B</b>	Implants available to nulliparous women		
<b>C</b>	IUDs available to adolescents		
<b>D</b>	Implants available to adolescents		
<b>E</b>	Requirement of STD results prior to insertion of IUD		
<b>F</b>	Requirement of removal of IUD with positive Chlamydia or Gonorrhea test		
<b>G</b>	Copper IUD offered as emergency contraception		
<b>H</b>	Requirement of pelvic exam prior to implant insertion		
<b>I</b>	Requirement of woman to be on menses for IUD or Implant insertion		
<b>J</b>	IUD or implant insertion offered at post-partum visit		
<b>K</b>	Same-day* insertion of IUD or Implant if pregnancy can reasonably be ruled out		
<b>L</b>	Quick Start** of any non-LARC method is offered		
<b>M</b>	Quick Start** is offered to women following a negative pregnancy test		
<b>N</b>	Offer of “bridge method” for women who are rescheduled for a LARC method insertion procedure		

\*“Same-day insertion” means the LARC device is inserted on the same day as the method is selected

\*\* The term Quick Start is used to describe starting (non-LARC) hormonal contraception immediately upon request, rather than waiting for the next menstrual cycle to begin.

<sup>1</sup> Gavin L, Pazol K. Update: Providing Quality Family Planning Services — Recommendations from CDC and the U.S. Office of Population Affairs, 2015. MMWR Morb Mortal Wkly Rep 2016;65:231–234. DOI: <http://dx.doi.org/10.15585/mmwr.mm6509a3>

<sup>2</sup> Long-acting reversible contraception: implants and intrauterine devices. Practice Bulletin No. 121. American College of Obstetricians and Gynecologists. Obstet Gynecol 2011;118:184-96





**2. Which of the following forms of contraception are on the medication formulary for the clinics in this network?**

	Contraception	Medication Formulary		
		YES	NO	Not Sure
A	Mirena [Hormonal IUD]			
B	Skyla [Hormonal IUD]			
C	Liletta [Hormonal IUD]			
D	ParaGard [Non-hormonal IUD]			
E	Nexplanon [Hormonal Implant]			
F	Depo-Provera [Hormonal Injection]			
G	Hormonal Contraceptive Pills			
H	Contraceptive Patch (Ortho-Evra or generic)			
I	Vaginal Ring (NuvaRing)			
J	Diaphragm			
K	Emergency Contraceptive Pills (Plan B One-Step*, Next Choice*, ellaOne, and/or generics)			
L	Condoms			

**3. Identify where IUDs, implants and Depo-Provera are typically stocked in your health centers in the table below (indicate all that apply).**

	Not currently provided	Stocked in the practice setting	Stocked in the pharmacy	Ordered upon request
<b>A. IUDs</b>				
<b>B. Implants</b>				
<b>C. Depo-Provera</b>				





**4. Please indicate, by marking YES or NO, if any of the following descriptions apply to your FQHC.**

		YES	NO
<b>A</b>	<b>Does the FQHC have a Quality Department or Director?</b>		
<b>B</b>	<b>Does the FQHC have a Quality Committee or Workgroup?</b>		
<b>C</b>	<b>Does the FQHC produce Quality Reports?</b>		
<b>D</b>	<b>If your FQHC produces Quality Reports, how is this data collected?(check all that apply):</b> <input type="checkbox"/> <b>EHR</b> <input type="checkbox"/> <b>Billing Database</b> <input type="checkbox"/> <b>Pharmacy Database</b> <input type="checkbox"/> <b>Chart Review</b> <input type="checkbox"/> <b>Other:</b>		

**4e. Please describe other quality improvement initiatives that are currently a priority for your organization:**

---



---



---



---

**5. Which electronic medical record system (EMR) does your FQHC use?**

EMR	X
eClinical Works	
All Scripts	
Epic	
NextGen	
Other (specify: _____)	
None	





**5a. Can your EMR system templates be modified?**

- Yes
- No

**5b. Does your EMR system include a smartform/template for sexual and reproductive health?**

- Yes
- No

**6. Has your agency identified standard billing codes for the documentation of contraceptive care provision?**

- Yes
- No

**6a. If yes, have health center staff been trained to use these codes when providing contraceptive services?**

- Yes
- No

**7. Does your agency use a call center to triage client calls (i.e. for appointment scheduling, follow-up questions, etc.)?**

- Yes
- No

**8. Does your board include client representatives from the target population?**

- Yes
- No





## Supplemental Worksheets

- A. *Current Rates of Provision of Contraceptive Services* excel worksheet
- B. *Client visit* excel worksheet
- C. *Payer mix* excel worksheet

