**Purpose**: Consider how access to family planning services is shaped by health center hours of operation and staffing patterns and to consider current utilization of services by service type.

**Instructions**: A worksheet should be completed for each selected health center. **In Table A** Please list, by day of the week, the “Hours of Operation” of the family planning program [record time open to provide services and time closed for services in appropriate columns]. For each day of the week record the total number of hours staff are available to provide FP services and other services by staff type. In **Table B** please list the visits and users for the Title X program at the site for CY2008 through CY2010 and the total number of Non Title visits that are completed at the site for the same period in the space provided**. In Table C** please list all the types of non-Title X services provided at the site in the space provided.

**SITE NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TABLE A. SITE OPERATIONS**

|  |  |  |
| --- | --- | --- |
| Day of the Week | **Hours of Operation** | **STAFFING AVAILABLE** **Total Number of Staff Assigned to the Clinic by Type for Each Day the Site is in Operation** |
| **Open** | **Close** | **Clinician (MD/APN)** | **RN/LPN** | **Medical Assistant** | **Clerical** | **Administration** | **Other (describe)** |
| **Title X** | **Other Services** | **Title X** | **Other Services** | **Title X** | **Other Services** | **Title X** | **Other Services** | **Title X** | **Other Services** | **Title X** | **Other Services** |
| **Monday** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Friday** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**TABLE B. SITE SERVICES - Users and Visits**

|  |  |
| --- | --- |
|  | **CALENDAR YEAR** |
|  | **2008** | **2009** | **2010** |
| **Title X Users** |  |  |  |
| **Title X Visits** |  |  |  |
| **NON Title X Visits** |  |  |  |

**TABLE C. SITE SERVICES - Non-Title X Services**

|  |
| --- |
| **Non-Title X Services** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |