



STAFFING PROFILE
 NORTH DAKOTA DEPARTMENT OF HEALTH
 NORTH DAKOTA FAMILY PLANNING PROGRAM
 SFN 51842 (10-2012)

Provider Type	Name of Staff	Number of FTEs	Number of Family Planning Encounters
Physicians			
Physician assistants/nurse practitioners/certified nurse midwives			
Registered nurses with an expanded scope of practice who are trained and permitted by state-specific regulations to perform all aspects of the user physical assessment.			
TOTAL FTEs and Family Planning Encounters			

The information in this table is used for Table 13 in the Family Planning Annual Report.

1. **Primary Medical Care Services Personnel:** Include staff time involved in the provision of family planning encounters with a medical provider. Include the staff listed below except when such personnel perform administrative duties.
 - * **Physicians:** Include primary care/generalist physicians and specialists.
 - * **Physician Assistants, Nurse Practitioners, and Certified Nurse Midwives:** Include only who provide medical care services. Do not include nurses or social workers who perform family planning counseling.
 - * **Registered nurses with an expanded scope of practice.** N.D. FP agencies do not have on staff RN's with an expanded scope of practice

2. **Total FTE's:** Report full-time equivalents (FTE's) for all program staff (even for fill-in staff) in each Provider Type category. To calculate FTE divide the total hours worked in the year by the total hours available to work in the year. (e.g. 728 hours worked in year / 2080 hours available to work in year = .35 FTE) *See attached example

3. **Total Family Planning Medical Encounters:** A family planning encounter is a documented, face-to-face contact between an individual and a family planning provider that takes place in a Title X service site. The purpose of a family planning encounter – whether clinical or non-clinical – is to provide family planning and related preventive health services to female and male clients who want to avoid unintended pregnancies or achieve intended pregnancies. To be counted for purposes of the FPAR, a written record of the service (s) provided during the family planning encounter must be documented in the client record.

Provider Type	Name of Staff	Number of FTEs	Number of Family Planning Encounters
Physicians	Dr. John Doe	750 hrs / 2080 hrs = .36 FTE	632
Physician assistants/nurse practitioners/certified nurse midwives	Sarah Jones, NP	632 hrs / 2080hrs = .39 FTE	950
Registered nurses with an expanded scope of practice who are trained and permitted by state-specific regulations to perform all aspects of the user physical assessment.			
TOTAL FTEs and Family Planning Encounters			

Used to determine the average time spent per client. John Doe
 $750 * 60 \text{ min} = 45000 / 632 = 71.2 \text{ minutes per client}$

Sarah Jones
 $632 * 60 \text{ min} = 37920 / 950 = 39.9 \text{ min. per client}$

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- Total FTE's:** Report full-time equivalents (FTE's) for all program staff (even for fill-in staff) in each Provider Type category. To calculate FTE divide the total hours worked in the year by the total hours available to work in the year. (e.g. 728 hours worked in year / 2080 hours available to work in year = .35 FTE) *See attached example
- Total Family Planning Medical Encounters:** A family planning encounter is a documented, face-to-face contact between an individual and a family planning provider that takes place in a Title X service site. The purpose of a family planning encounter – whether clinical or non-clinical – is to provide family planning and related preventive health services to female and male clients who want to avoid unintended pregnancies or achieve intended pregnancies. To be counted for purposes of the FPAR, a written record of the service (s) provided during the family planning encounter must be documented in the client record.