



STARTER KIT CONTENTS

Welcome to the Family PACT Program! This Starter Kit was developed by the Office of Family Planning and is distributed by EDS. The Starter Kit includes a variety of sample materials carefully selected to assist you in implementing the program services and requirements to meet the reproductive health education needs of your clients. Updated versions of materials are always available on the Family PACT Web site at www.familypact.org.

Your Starter Kit includes the following items:

- **Family PACT Starter Kit/Welcome Letter**
- **Online Family PACT Bulletins and Manual Updates Letter**
This includes Web site locations for Family PACT policy and procedure information.
- **Client Education and Counseling Materials Catalog**
This catalog lists over 100 items to choose from, at no cost to Family PACT providers. Materials are available in English, Spanish, Chinese, Korean, Russian, and Vietnamese.
- **Materials Order Form**
Use this form to order client education and counseling material from the EDS warehouse.
- **Sample Superbill**
Use this example to design a “Superbill” for your clinic to assist with claiming all the Family PACT services you provide.
- **Domestic Violence Resources**
Important domestic violence Web sites, organizations and hotlines for providers and clients.
- **Overview of Family PACT Web site**
Introduction to information available on the Family PACT Web site.
- **Tip Sheets**
Use the following “Tip Sheets” to streamline your practice: *Family PACT Referral*, *Tips for Referring and Rendering Providers*, *Sending Family PACT Client Information to the Lab* and *Sending a Family PACT Client to the Pharmacy*.

To access the following printable client education materials on line go to www.familypact.org . Click on the provider tab, and then click on provider enrollment. Materials are located under “Starter Kit Contents”.

- **MoreTip Sheets**
 - [1-2-3s of Enrolling Clients](#)
 - [Access to Sterilization](#)
 - [Assistance A Phone Call Away](#)
 - [Client to Pharmacy Sample Letter](#)
 - [Comprehensive Family Planning](#)
 - [Contraceptive Resources List](#)
 - [Education and Counseling Tip](#)

- [Family PACT Overview](#)
- [Identifying and Scheduling Family PACT Clients](#)
- [Starting Up Family PACT In Your Practice](#)
- [Tips for Effective Family PACT Outreach](#)
- [Meeting the Linguistic and Cultural Needs of Family PACT Clients](#)
- [Tips for Evaluating Written Health Education Materials](#)
- [Medical History and Exam Forms](#) — Optional medical history and exam forms for easy documentation during client visits and intake.
- [Linguistic and Cultural Competency Toolkit](#) — This handout provides instructions on how to access this Toolkit to assess how well your site is meeting Family PACT’s Linguistic and Cultural Competency Standards. The Toolkit includes a self assessment survey along with all the information you need to understand the results and develop an action plan for enhancing your services and programs.
- [Teen Pregnancy Prevention Programs](#) — Comprehensive list of Teen Pregnancy Prevention Programs by county. CCG Agencies by County/I&E Agencies by County:
- [Guidelines for Developing Office Policies and Procedures for Victims of Intimate Partner Violence \(IPV\) at Family PACT Sites](#) — Use this handbook to create protocols for responding to victims of IPV at your site.
- [List of Federal Clearinghouses](#) — Federal Clearinghouses distribute publications, make referrals, and answer questions on health topics. Use this list to obtain free client education materials and other resources on a wide range of health topics.
- [Clinical Practice Alerts \(CPA\)](#) — Clinical Practice Alerts cover specific Family PACT benefits or services. These CPAs are tools to communicate medical information to Family PACT providers, based upon the most up-to-date clinical information and Family PACT Program Standards.
- [Device System Transactions](#) — Family PACT user guide explains how to use Point of Service (POS) devices to access or update client eligibility information for Family PACT.
- [Family PACT Policies, Procedures and Billing Instructions \(PPBI\) manual](#) — Your official program provider manual. This is the program’s resource for successful incorporation of the Family PACT Program into your practice.
- [Family PACT Update and PPBI Manual Replacement Pages](#) — Monthly bulletins and manual replacement pages for your Family PACT PPBI.
- [HPV Vaccine: What Health Care Providers Need to Know](#) — This handout outlines the most important messages health care providers should give their clients regarding HPV and the HPV vaccine.
- [California STD Treatment Guidelines Summary Table 2007](#) — Based on the Centers for Disease Control and Prevention (CDC) *Sexually Transmitted Diseases Treatment Guidelines* 2006, these guidelines are specifically adapted to California.