



# OASH

Office of  
Population Affairs

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As of January 2025, all Title X grant recipients are expected to collect and submit encounter-level FPAR data. This enhanced data collection will support the goals of the Office of Population Affairs (OPA) to improve access and quality in Title X family planning services. The objective of this guidance is to clarify reporting requirements for encounter-level data.

### Encounter-level data files must:

- Be submitted in .CSV format
- Contain the following five data elements for each encounter:
  - Facility Identifier (Data Element #1)
  - Patient Identifier (Data Element #4)
  - Visit Date (Data Element #5)
  - Birth Date (Data Element #6)
  - Sex (Data Element #7)

Files with missing values on any of these five data elements will not be accepted by the FPAR system. Grant recipients will not be able to complete the FPAR submission if the uploaded data file contains only these five data elements.

### Encounter-level data files should:

- Include all other relevant FPAR data elements that reflect the Title X services provided to the client and information collected at that encounter
  - For example, if a provider collects weight and blood pressure during a given encounter, then OPA expects grant recipients to report weight and blood pressure for that encounter.

A data quality warning will appear if a data element is 100% missing. Grant recipients should carefully review and attempt to address data quality warnings by uploading a new file with updated data or writing an explanation for the missingness in the data quality comment section.

For more details on FPAR file submission or specific data elements, please reference the [FPAR FAQ Page](#) and [Valid Values File](#).