

BEST PRACTICES FOR SERVING LGBTQ+ PATIENTS

ACTION PLAN GUIDE

PURPOSE:

This template will help you draft an action plan to implement the best practices listed on the *Best Practices for Serving LGBTQ+ Patients Health Center Assessment* tool.

INSTRUCTIONS:

Using the best practices that you have marked as priority #1 or #2 on the *Best Practices for Serving LGBTQ+ Patients Health Center Assessment* tool **and** the example table below as a guide, draft an action plan. The action plan should consist of objectives with corresponding tasks that will help the health center meet the objective. Please note the person responsible and target completion date for the task, as well as what you need to successfully implement the task.

EXAMPLE OBJECTIVE:

OBJECTIVE:	By July 31, 2019 3 gender-neutral bathrooms will be available, accessible, and clearly labeled with gender-neutral signs.		
	TASK	RESPONSIBLE	COMPLETION DATE
	Order 3 gender-neutral bathroom signs	Purchasing Specialist	July 15, 2019
	Post 3 gender-neutral bathroom signs	Health Center Manager	July 31, 2019
	Update facilities manual section on bathrooms	Facilities Director	July 31, 2019
	Conduct all staff huddle on gender-neutral bathrooms	Health Center Manager	July 31, 2019
WHAT DO YOU NEED TO SUCCESSFULLY IMPLEMENT THE TASKS LISTED ABOVE?			
<ul style="list-style-type: none"> • Gain buy-in from health center leadership • Include bathroom signs in fiscal year 2020 budget 			

OBJECTIVE 1:			
	TASK	RESPONSIBLE	COMPLETION DATE
WHAT DO YOU NEED TO SUCCESSFULLY IMPLEMENT THE TASKS LISTED ABOVE?			
OBJECTIVE 2:			
	TASK	RESPONSIBLE	COMPLETION DATE
WHAT DO YOU NEED TO SUCCESSFULLY IMPLEMENT THE TASKS LISTED ABOVE?			

For more information, contact Hannah Spector at hspector@nfprha.org.
National Family Planning & Reproductive Health Association
1025 Vermont Ave., Suite 800, Washington, DC 20005
www.nationalfamilyplanning.org • (202) 293-3114 • info@nfprha.org