**Template Policy/Procedure/Protocol for Local Health Departments’**

**Annual Community Engagement Plan,**

**Education and Awareness Plan and Quality Improvement Project (CEQ)**

**Policy:** It is the policy of Any County Health Department (ACHD) to annually create a Community Engagement Plan, Education and Awareness Plan and Quality Improvement Project (CEQ) per Title X requirements. The Women’s Health Branch provides a template to meet these requirements, which is located at: <http://whb.ncpublichealth.com/provPart/forms.htm>

**Purpose:** This policy is intended to establish guidelines for using the above template for creating a CEQ and updating the CEQ annually.

**Definitions:**

1. **Community Engagement Plan -** Plan to obtain feedback about family planning services from adolescents, current/potential clients and/or community members.
2. **Community Education and Awareness Plan -** Plan to a) help the community better understand agency’s Planning Services’ goals/objectives and agency’s availability of services, and b) encourage potential clients with unmet needs to use Family Planning services.
3. **Quality Improvement Project -** Annual, \*required\* project to enhance family planning services via quality improvement strategies.

**Applicable Laws, Rules and References:**

Program Requirements for Title X Funded Family Planning Projects (<http://www.hhs.gov/opa/pdfs/ogc-cleared-final-april.pdf>)

Providing Quality Family Planning Services MMWR (http://www.cdc.gov/mmwr/pdf/rr/rr6304.pdf)

**Responsible Persons:** This policy applies to ACHD staff that ACHD designates to annually create the CEQ, as well as collect and maintain CEQ-related documentation, under the direction of the Health Director.

**Procedures**:

1. ACHD’s Family Planning Coordinator will lead the development of the initial and annual CEQ using the CEQ template.
2. The Family Planning Coordinator at ACHD will designate a staff person(s) to collect and store documentation related to the CEQ. Examples of documentation include but are not limited to – survey results, meeting minutes, meeting sign-in sheets.
3. ACHD designates Enter the title of the individual for this responsibility.
4. ACHD staff will make the current and past three years’ CEQs available to Women’s Health Nurse Consultants as requested during pre-monitoring and monitoring visits.
5. ACHD may destroy the CEQ five years after the end of the fiscal year in which it was created. For example, ACHD’s CEQ documenting FY 16-17 activities could be destroyed in July 2022.

**Reference Plans and Policies:**

Reference other agency policies, as appropriate.

**Attachment:** Annual Community Engagement Plan, Education and Awareness Plan and Quality Improvement Project Template

Reviewed: DATE

Revised: DATE