

DELIVERING INCLUSIVE CARE FOR LGBTQ PEOPLE

ACTION PLAN GUIDE

PURPOSE:

This template will help you draft an action plan to implement the best practices listed on the *Delivering Inclusive Care for LGBTQ People Health Center Assessment* tool.

INSTRUCTIONS:

Draft an action plan using the best practices that you have marked as priority #1 or #2 on the *Delivering Inclusive Care for LGBTQ People Health Center Assessment* tool **and** the example table below as a guide. The action plan should consist of objectives with corresponding tasks that will help the health center meet the objective. Please make note of 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 August 31, 2021, three gender-neutral bathrooms will be available, accessible, and clearly labeled with gender-neutral signs.		
	TASK	RESPONSIBLE	COMPLETION DATE
	Order three gender-neutral bathroom signs	Purchasing Specialist	August 31, 2021
	Post three gender-neutral bathroom signs	Health Center Manager	August 31, 2021
	Update facilities manual section on bathrooms	Facilities Director	August 31, 2021
	Conduct all staff huddle on gender-neutral bathrooms	Health Center Manager	August 31, 2021
WHAT DO YOU NEED TO DO 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 budget • Access to facilities manual and non-discrimination policies and procedures manual 			

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

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