



NC Department of Health and Human Services

CEQ Webinar Series Part Five: Breaking Down the Template- Submitting with Success

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CEQ (Community Engagement Education and Quality Improvement Plan) Webinar Series

- **Part One: Understanding the CEQ**
- **Part Two: Community Engagement Plan**
- **Part Three: Community Education and Awareness Plan**
- **Part Four: Quality Improvement Project**
- **Part Five: Submitting with Success**
- **Part Six: Exploring Quality Improvement**

<https://wicws.dph.ncdhhs.gov/provpart/training.htm>

Review of Breaking Down the Template Series:

- Community Engagement Plan
- Community Education and Awareness Plan
- Quality Improvement Project

Objectives for this webinar:

CEQ Submission

- Discuss how to submit your Community Engagement Education and Awareness Plan and Quality Improvement Project (CEQ)
- Discuss timeline for creating, submitting, and tracking CEQ
- Tips for CEQ success

How to Submit the CEQ

- CEQ Forms
 - <https://wicws.dph.ncdhhs.gov/provpart/forms.htm>
 - Email, Fax, or Mail forms to Family Planning Program Consultant
- Savannah Simpson, MSPH
 - savannah.simpson@dhhs.nc.gov
 - Fax 919-870-4827
 - 1929 Mail Service Center Raleigh, NC 27699-1929

What needs to be submitted with the CEQ?

Community Engagement Plan

Community Education and Awareness Plan

Part 1: Community Engagement Plan

This is your plan to obtain feedback about your family planning services from adolescents, current/potential clients and/or community members.

All three objectives below are required. You may use the below **example** implementation activities, or you may develop your own.

Goal	Objective / Purpose	Implementation Activities (Examples)	Projected Date	Person(s) Responsible	Documentation Method(s)
Involve diverse community members in developing, assessing, and/or evaluating family planning services	1. Obtain input from community adolescents	1. Survey high school and/or community college students			
	2. Obtain input from current clients	2. Evaluate client satisfaction survey results			
	3. Obtain input from service providers in the community	3a. Survey community women's health providers 3b. Solicit input related to family planning services at community meetings			

Part 2: Community Education and Awareness Plan

Your plan to 1) Help your community better understand your Family Planning Services' goals/objectives and your availability of services, and 2) Encourage potential clients with unmet needs to use your Family Planning services

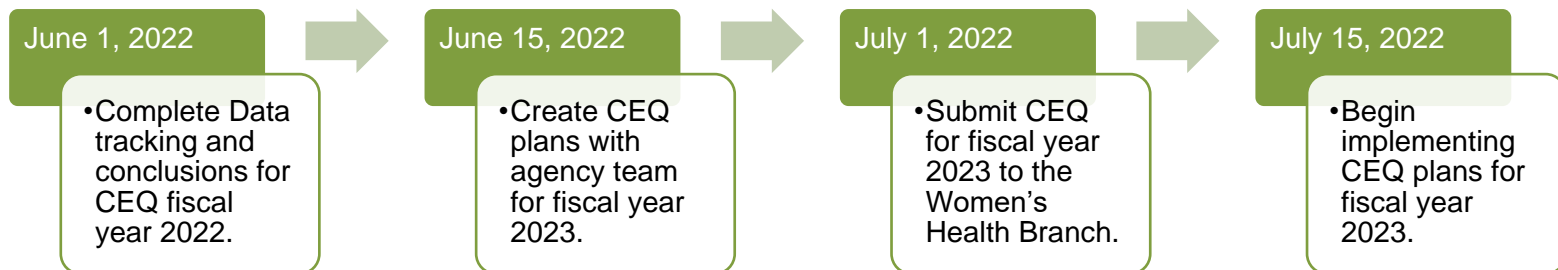
Both objectives below are required. You may use the below **example** implementation activities, or you may develop your own.

Goal	Objective / Purpose	Implementation Activities (Examples)	Projected Date	Person(s) Responsible	Documentation Method(s)
Increased community awareness of family planning services	1. Increase community understanding of family planning services	1a. Participate in local health fairs and festivals. 1b. Provide in-services on family planning services to community partners			
	2. Increase service utilization	2a. Utilize social media 2b. Other advertising – public service announcements (PSAs), billboards, buses, etc.			
Evaluation Strategy (Examples)		Projected Date	Person(s) Responsible	Documentation Method(s)	
Survey/evaluation at community events to gauge Implementation Activity effectiveness					
Increased "hits" and/or "likes" within social media					
Front desk staff inquires how patients heard about services (to gauge effective of advertising)					

When does the CEQ need to be submitted?

Plans should be created before the fiscal year begins that the plans are to be implemented.

Example CEQ Timeline



Tips for CEQ Submission Success

- Prepare early; waiting until the last minute can put extra pressure on your team
- The more the merrier
- When in doubt, ask for help!

Summary

CEQ Submission

- Discussed how to submit your Community Engagement Education and Awareness Plan and Quality Improvement Project (CEQ).
- Discussed a timeline for creating, submitting and tracking the CEQ.
- Reviewed tips for CEQ success.

Contact Information

- Family Planning Program Consultant
 - Office 919-707-5700