



## TCI Integrated Outreach Tools

### Steps and Timelines for Outreach Services

Timeline	Steps				
A month before the outreach	<b>Step 1</b> <ul style="list-style-type: none"> <li>• Plan a meeting with stakeholders and integrated services team</li> <li>• Agree on date of outreach location</li> <li>• Assign facility to link the outreach</li> <li>• Identify other partners conducting the activity</li> </ul>	<b>Step 2</b> <ul style="list-style-type: none"> <li>• Identification of other partners in the area and establish linkages</li> </ul>	<b>Step 3</b> <ul style="list-style-type: none"> <li>• Needs assessment of location: with an emphasis on the lack of services and access to health service</li> </ul>	<b>Step 4</b> <ul style="list-style-type: none"> <li>• Decide which services are best suited for the integration</li> </ul>	<b>Step 5</b> <ul style="list-style-type: none"> <li>• Get the number of commodities needed for the outreach from the facility</li> </ul>
3 weeks before the outreach	<b>Step 6</b> <ul style="list-style-type: none"> <li>• Check on availability of staff skills for the services to be provided</li> </ul>	<b>Step 7</b> <ul style="list-style-type: none"> <li>• Agree on the family planning services to be provided at the outreach site</li> </ul>	<b>Step 8</b> <ul style="list-style-type: none"> <li>• Review the transport needs for the facility and the team</li> </ul>	<b>Step 9</b> <ul style="list-style-type: none"> <li>• Order equipment to be used in the outreach site</li> </ul>	<b>Step 10</b> <ul style="list-style-type: none"> <li>• Start of mobilization activities</li> <li>• Put up posters to advertise the outreach</li> </ul>
2 weeks before the outreach	<b>Step 10</b> <ul style="list-style-type: none"> <li>• Community meetings at churches or town</li> </ul>	<b>Step 11</b> <ul style="list-style-type: none"> <li>• Arrange for the hall, church, or school; order</li> </ul>			



	halls with health talks and community education	tents for the outreach (if needed)			
3 days before the outreach	<b>Step 12</b> <ul style="list-style-type: none"> <li>Community mobilization begins</li> </ul>	<b>Step 13</b> <ul style="list-style-type: none"> <li>Equipment received for the outreach site</li> </ul>	<b>Step 14</b> <ul style="list-style-type: none"> <li>Ensure all equipment, commodities and necessary reporting tools/forms are available and in place</li> </ul>	<b>Step 15</b> <ul style="list-style-type: none"> <li>Orientation of health workers for the outreach</li> </ul>	

This tool was adapted from the East Africa's Family Planning Toolkit under the Kenya Urban Reproductive Health Initiative. <https://tciurbanhealth.org/topic/fp-outreach-guidelines/>