The Fixed Day Static (FDS)/Family Planning Day (FPD) approach has been seen to increase access and availability of quality family planning services. It is a collaborative effort wherein trained manpower, equipment, commodities and supplies are made available on a pre-announced day and time known to the community.

**STEP 1: Determine the schedule of FDS/FPD services**

by drawing up a joint calendar of FDS/FPD services offered at hospitals, urban health facilities and accredited private facilities with proposed day, the family planning services to be provided and the FDS/FPD medical team. After the Chief Medical Officer (CMO/CMGO/CDMO/CS) approves the schedule and budget, widely circulate the FDS/FPD calendar among health staff and community mobilizers.

**STEP 2: Ensure facility readiness for FDS/FPD**

by checking the availability of commodities, supplies, equipment, manpower, requisite reporting forms, IEC materials, in addition to electricity and water supply at the health facility. A duty roster should be created by the facility-in-charge for all essential staff on the FDS/FPD team. Ensure there is sufficient budget for compensation to clients wherever applicable as per government guidelines.

**STEP 3: Facilitate client flow on the day of FDS/FPD**

by establishing a separate registration counter for family planning clients on the FDS/FPD day and recording client information in a register. From there, clients should receive pre-service counseling, an examination/screening and diagnostic tests, if necessary, and based on the screening, the client should be offered the method of his/her choice. All documentation, consent forms, post-procedure counseling and other services should be completed for the client.

**STEP 4: Mobilize the community to participate in the FDS/FPD**

by sharing the FDS/FPD calendar with community level workers to mobilize potential clients to seek the family planning services provided under FDS/FPD. Development partners and NGOs should also publicize FDS/FPD services through IEC materials with dates and venues.

For more information, refer to http://tciurbanhealth.org/lessons/fixed-day-static-approach/.