Annual Organizational Assessment for Equity Infrastructure

Introduction

The purpose of this Annual Assessment for Equity Infrastructure is to provide a streamlined tool whereby Local Health Jurisdictions (LHJs) can collect data on their current equity infrastructure, monitor and track their progress, continue dialogue within their department, and use it to inform and modify their strategic planning for equity. Results from this assessment will continue to be used as part of a statewide process to understand local public health equity capacity, identify priorities for technical assistance, and inform the State Health Equity Plan.

Domains and competencies identified in this assessment were informed by a July 2021 LHJ survey where we asked how LHJs would like to approach the organizational assessment, as well as existing assessment tools and frameworks from Bay Area Regional Health Inequities Initiative (BARHII), Human Impact Partners (HIP), Coalition of Communities of Color (CCC), and the Government Alliance on Race and Equity (GARE). We encourage a collaborative approach to completing this assessment, with the hope that it will spark dialogue within your LHJ that leads to a greater understanding and commitment to advance health equity. The intention of this assessment is to facilitate the sharing of information, resources, strategy design, mutual support, and improvement tools. Please note, this tool was developed as a "high level" assessment and is not meant to be exhaustive. For deeper and more comprehensive organizational assessments, we recommend viewing the resources provided by BARHII, HIP, CCC, GARE, and Facilitating Power.

We understand that each LHJ is in a unique position with different levels of resources and community-specific considerations about how to expand the scope of their equity work. This assessment is not meant to put a spotlight on practices that LHJs "should" be doing. Rather, it is meant to continue equity dialogue, gather insights on the progress and current state of each organization, and surface changing internal priorities to strengthen LHJ capacity and infrastructure. Results from this assessment will not be used to assign a LHJ more work or evaluate their current activities. We encourage each LHJ to respond without the concern of being judged or overloaded with further responsibilities.

We recommend that the LHJ's Equity Lead or similarly positioned staff assume the responsibility of completing this assessment. We recognize that there may be a lot of variability within the organization across these domains and competencies. Therefore, we encourage the Equity Lead to engage staff, as appropriate, from across the organization (executive, human resources, communications, finance, etc.); at different positional levels (executive, middle management, program staff, etc.) and across the breadth of programs (e.g., tobacco, SNAP, MCAH, WIC, CD, STD, TB, EP, etc.) to inform the responses.

Overview

Instructions:

The following assessment is divided into four domains, sub-divided into three competencies. Each competency is measured by three levels of progression—Early, Established, and Strong—on a scale from 1 through 6 (see below for the meaning of the scale numbers). Please select the number in the level that you believe your LHJ most aligns with. Each level also contains several examples of what it could look like for an organization to be in the Early, Established, or Strong stage of that competency. Please provide a response that most closely represents your LHJ. We would like to emphasize that our intention is not to evaluate your work; "Early" is not synonymous to bad and "Strong" does not mean good. We value the activities each LHJ engages with, and the time taken to complete this assessment.

There will be an optional comment box at the end of each competency where you can include more details on your selection. It is a space where you can describe progress even if your number on the scale does not change. It can also serve as a reference point for the next time the assessment is filled.

Please note:

The examples are meant to serve as a reference to help you reflect on how equity is potentially embedded throughout your LHJ at any given time; they are not a comprehensive list or checklist of permanent requirements and stages. For instance, if you mark "5" for one of the competencies, it is not implied that your LHJ is performing all the activities in the specific examples of Early and Established. Moreover, your LHJ might not be doing any of the specific examples listed below, but we hope you can compare the scope and depth of your activities to the implementation level reflected in the examples.

Early		Established		Strong		
	1	2	3	4	5	6
	Not yet, or learning stage	Planned but not started or in initial/pilot stages of implementation	Working towards this but not fully achieved	Fully Achieved	In place with evidence of its use (e.g., policies, procedures, robust evaluation plan)	Practices are sustainable and ongoing and may be shared with others as "best practices"

Support:

Need any help completing the assessment?

- Attend our Office Hours: 2nd Tuesday of every month at 12:30-1:30pm via Zoom (login information will be provided via email)
- Reach out to the Equity TA Team via an inquiry at the Equity Technical Assistance and Grant Management Portal!

Organizational Assessment Tool

Domain 1: Workforce and Capacity

A) Competency: **Diversity & Inclusion**

<u>Definition</u>: Recruit, hire, and develop a professional workforce that reflects the populations served and communities facing health inequities.

Early		Estak	olished	Strong	
1	2	3	4	5	6
Promote job	Make an intentional	Staff with	Develop goals and	Staff diversity	Internal structure or
specifications and	effort to share job	community	metrics to assess	reflects the	hired position
qualifications that	postings with community	experience occupy	progress in increasing	populations	promotes workforce
emphasize value of	members/residents.	community	staff diversity.	served at all	diversity (e.g.,
experience in the local		interaction positions		levels of the	Diversity Equity and
community and reflect	Develop an equity	(e.g., outreach	Written procedures	organization.	Inclusion
the skills and	question job interview	coordinator,	exist to increase		Office/Officer)
characteristics desired to	bank to use during	program specialist)	recruitment, hiring,	Work with HR to	through recruitment,
address health equity	interviews (e.g, how do	and leadership roles.	retention, and	reform classification	hiring, and retention.
(language capacity,	you define equity?)		promotion of staff	minimum	
understanding of root		Workforce	reflective of	requirements or	Hiring managers
causes, cultural humility,	Develop job role	development efforts	populations served.	qualifications to	receive equity-
listening skills,	descriptions that focus on	and goals		remove barriers for	related training,
willingness to learn).	specific aspects of equity	incorporate the	Develop an internal	underrepresented	including implicit
	work in your organization	community and	Workforce	groups (e.g.,	bias training on a
Develop inclusive job	(e.g. do you have	residents (e.g., youth	Development	allowing equivalent	recurring basis (e.g.,
postings, that contain	experience working with	career pipeline,	Workgroup with	experience to	every 2 years).
language such as:	a certain population,	tuition	representatives from	substitute for formal	
"We believe that all	have you ever	reimbursement,	various teams in the	education, and/or	Periodic assessment
people, regardless of	participated in a equity-	internal support for	organization to help	broadening options	to review policies &
race, ethnicity, sexual	focused CHIP or CHA,	education and career	guide workforce	for educational	procedures to ensure
orientation, gender	etc), rather than using	growth).	recruitment efforts.	credentials).	inclusion of diverse
identity, age, language,	general examples.				staff and prevention
ability, etc., should have			Add internship		of turnover for staff
the opportunity to lead			opportunities for		with
healthy lives." "We work			different teams in		underrepresented

to eliminate disparities through our program by <insert program<br="">objective>."</insert>	ut re	ublic health and tilize equitable ecruitment and iring practices.	backgrounds.

The examples are meant to serve as a reference to help you reflect on how equity is potentially embedded throughout your LHJ; they are not a comprehensive list or checklist of requirements. Compare the scope and depth of your activities to the implementation level reflected in the examples.

B) Competency: **Dedicated Equity Staff**

<u>Definition</u>: Hire staff dedicated to equity and establish staff capacity centered on equity.

Early		Established		Strong	
1	2	3	4	5	6
Plan to recruit specific equity focused position(s).	Duty statement encompasses equity activities as part of the essential job functions or as a standalone responsibility. Develop an equity question bank to use during interviews.	Dedicated Equity Lead or Equity Officer on board. Staff expansion to support and advance equity: bilingual staff, community engagement experts, community health workers, and policy analysts.	Integration of equity as a priority in programmatic areas across the organization.	Internal equity workgroup involves staff at all levels and across sectors, that address concerns related to race, diversity, equity, inclusion and belonging. Equity staff weigh-in during the development of program and project planning.	Office or program specifically focused on equity. Equity staff regularly engages in program development and project planning.

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C) Competency: **Training, Development, and Support**

<u>Definition</u>: Provide opportunities for staff to learn and discuss equity topics and incorporate their learning into practice.

Ea	Early		Established		Strong		
1	2	3	4	5	6		
	Ι,		1				
		(e.g., LGBTQIA2S (Lesbian, Gay, Bisexual,			the		
		Asexual, Two Spirit), Racial Equity, Tribal Sovereignty, Disability Justice)	have led to changes in department policies, processes, and practices.		C		

The examples are meant to serve as a reference to help you reflect on how equity is potentially embedded throughout your LHJ; they are not a comprehensive list or checklist of requirements. Compare the scope and depth of your activities to the implementation level reflected in the examples.

Please share any additional comments about your choice above, challenges/barriers, or successes/wins. [Optional]					

Domain 2: Collaborative Partnerships

A) Competency: Structures to Build Collaboration

<u>Definition</u>: Establish vehicles and venues to support/develop meaningful collaboration.

Early		Est	Established		Strong		
1	2	3	4	5	6		
Networks exist for information sharing with partners.	Organize workgroups involving partners and for specific projects.	Establish CBOs/resident advisory committees or boards (or other community engagement venues).	Partnerships have clear roles, scope,	Structure collaborations as collective impact initiatives: leverage a common agenda, share a measurement system, reinforce mutual activities, communicate continuously. Create mechanisms to provide compensation for CBOs/resident expertise as an asset and domain of specialized knowledge and consultations (e.g., contracts, paid volunteers/interns).	Invest in capacity building for staff and CBOs/residents (e.g., leadership academies, technical assistance) to help all parties prepare for quality engagement		

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B) Competency: Community Based Organization & Resident Engagement

<u>Definition</u>: Build trust with CBOs/resident engagement through transparent and inclusive communication, respectful co-learning, and leveraging community expertise to inform equitable practices.

Early		Estab	olished	Stro	Strong	
1	2	3	4	5	6	
Develop community mapping strategies to learn about the landscape of resident engagement and CBOs within county. Develop strategies to build and sustain trust with community members by providing them with relevant information.	Targeted instances of active partnership and engagement in specific programs. CBOs/residents receive relevant information and give input in programs/projects (e.g., focus groups, forums, and surveys).	Establish partnerships with clear expectations; CBOs/residents clearly see how their contributions result in tangible impact. Regularly engage with community partners to discuss progress, challenges, and next steps, and seek feedback to improve partnerships.	CBOs and residents are proactively and consistently involved to ensure needs strengths, and expertise are integrated into processes and used to inform planning. Organizations meet regularly and consult with CBOs and residents to build an informed base of community leaders with the capacity to advocate to decision-makers (e.g. board of supervisors, organization leadership, tribal leaders, etc) on behalf of the needs and interests of the community.	Collaboration with residents reflects trust between community and LHJ, shared ownership, community-driven planning, organizing, and consensus building. Formalize partnerships (e.g., MOUs, coalition charters) with community partners. LHJ representative(s) routinely attends meetings and events organized by community and social justice organizations and show support by staying informed of their activities and priorities.	Organization's equity policy and operations include CBOs/resident engagement. Partnerships with residents inform and/or lead to changes in organization's policies, processes, and practices through community-driven decision-making.	

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Please share any additional comments about your choice above, challenges/barriers, or successes/wins. [Optional]					

C) Competency: Partner Across Sectors

<u>Definition</u>: Collaborate with other agencies and organizations across sectors to amplify equity and address the root causes related to the environmental, social, and economic conditions which impact health (social determinants of health).

Early		Established		Strong	
1	2	3	4	5	6
Identify key partners	Routinely promote	Form active working	Joint opportunities	Pursue a variety of	Develop policies with
relevant to equity	the work (e.g. sharing	groups with agencies and	regularly occur with	strategies to engage	diverse community
priorities (e.g.,	resources, toolkits,	partners to co-develop,	external partners to	with partners, map	partnership
government agencies,	equity-related events,	adopt, and promote a	address common priorities	out relevant CBOs,	and authentic
health care system,	publications) of other	shared agenda and	for environmental, social	and align the needs	collaboration.
tribal partners, and	partners (e.g. other	narrative to advance	and economic conditions	and interests or	
community-based,	departments in your	equity, with clear and	which impact health	partners with the	Shared investment
faith-based,	organization, CBOs) to	measurable goals.	(e.g., local equity plan,	impacted	strategies between
grassroots and civic	highlight the		community health	communities to be	agencies support
organizations, etc.).	importance of	Establish cross-sector	improvement plan with	served.	CBOs/resident priorit
	investing in equity	collaborative with external	equity goals, health equity		ies (e.g., wellness
Share general	initiatives.	partners to identify	in all policies initiative) to	CBOs/residents are	trusts, braided
information between		opportunities that	address common priorities	key partners in	funding, interagency
partners to build	Periodically request	contribute to equity	for environmental, social,	planning local equity	agreements).
awareness of	input or assistance	strategies and practices.	and economic conditions	efforts as a result of	
mutually reinforcing	from partners to		which impact health.	cross-sector	
efforts.	inform planning or			partnerships.	
	support targeted		Partners evaluate		
	projects.		programs to determine		
			progress, success, and new		
			strategies needed.		

The examples are meant to serve as a reference to help you reflect on how equity is potentially embedded throughout your LHJ; they are not a comprehensive list or checklist of requirements. Compare the scope and depth of your activities to the implementation level reflected in the examples.

Domain 3: Equity in Organizational Policies and Practices

A) Competency: Organizational Commitment

<u>Definition</u>: Organizational commitment to equity (race/ethnicity, disability status, age, socioeconomic status, etc.) is seen and felt internally and externally; reinforced in culture and communication.

Early		Established		Strong	
1	2	3	4	5	6
Incorporate equity	Leadership supports	Frequent	Internal structures	Communication plan	Make key
into mission	efforts within the	opportunities exist for	(e.g., committee,	disseminates consistent	decisions through
statement, vision, and	organization to	staff to voice concerns	workgroup, teams,	messages about what	transparent
values.	identify gaps and	about equity within	staff) exist to organize	creates health equity in	processes that involve
	opportunities that	the organization (e.g.,	and implement long	media, presentations, and	opportunities for input
Normalize	address equity in	staff addressing	term equity work;	other forums.	and feedback from all
conversations about	policies and practices.	roadblocks with	supported at all levels		staff, as well as
equity in the	e.g., Leadership	human resources;	of the organization.	Public communications	CBOs/residents.
workplace.	participating in	diversity, equity, and		are multilingual, ADA	
	listening sessions with	inclusion (DEI)	Leadership prioritizes	accessible, culturally	Regularly implement
Share an	staff.	comment box, etc.).	integrating equity into	relevant, and distributed	tools for equity
understanding of key			future plans, (e.g.,	widely in plain language,	evaluation
terms, such as social	Organizational culture	Include an equity lens	Developing an	for residents (or target	and accountability, such
justice, implicit bias,	reflects value for	at the development	organizational internal	audience).	as an equity
institutional racism,	learning and	stage,	equity action plan that		assessment or matrix.
oppression, and	innovation necessary	implementation, and	is publicly shared,	Staff applies an equity	
power.	to develop new	evaluation of projects	incorporating equity	lens with an emphasis on	
	approaches that	and programs.	into the organization's	upstream system change	
	address equity.		strategic plan etc.).	to more budget,	
		Practice transparency		resource, policy, process,	
		with communities		and data decisions.	
		around equity			
		initiatives.			

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Please share any additional comments about your choice above, challenges/barriers, or successes/wins. [Optional]						

B) Competency: Funding and Resource Allocation

<u>Definition</u>: Strategically direct staff resources and funding to build organizational capacity to address equity and to focus resources on ways that benefit communities experiencing greatest inequities.

Early		Established		Strong	
1	2	3	4	5	6
Dedicate funding to equity staff positions responsible for implementing equity throughout the entire organization. Equity staff provides input on equitable distribution of funds when applicable.	Build equity-related criteria into grant and contract requirements. Invest in partnerships with community-based organizations.	Update funding methodologies and processes to embed equity principles and intentionally invest in historically underserved communities (e.g., weighing community characteristics like % of population in poverty). Develop and/or fund a health equity advisory panel that provides input on an organization's equitable allocation of resources. Plan or draft a funding action plan to support equitable allocation of resources.	Sustained, multi-year funding is available to support LHJ equity activities and collaboration with community-based partners. Streamline and simplify the contract process (including RFP processes) to support participation by a wider range of community partners. Funding action plan is implemented to support equitable allocation of resources.	Allocate resources toward upstream policy and systems that address community-identified root causes of health inequities. Allocate resources to support equitable community engagement, including to compensate or provide supportive services (e.g., simultaneous interpretation, childcare) to community members/residents for providing their time and expertise to inform planning. Develop metrics to track community-driven priorities in order to help align financial resources.	Involve community partners in shaping budgetary priorities and reviewing funding proposals. Use place-based models (using the CA Healthy Places Index, GIS software or other geographic metrics) to align investments across sectors, establish flexible funding for community-led efforts, and address root cause issues in focused geographic areas experiencing inequities.

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Please share any additional comments about your choice above, challenges/barriers, or successes/wins. [Optional]
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C) Competency: **Embed Equity Principles**

<u>Definition</u>: Integrate equity principles throughout the organization's programmatic and operational plans, policies, and procedures; including budget, human resources, procurement, data, and decision-making.

Early		Established		Strong	
1	2	3	4	5	6
Create internal efforts to identify opportunities to address equity in internal policies and procedures.	Organization's strategic plan includes priorities for programmatic, policy, and operational	Organization updates several policies to embed focus on equity. Documented policies, procedures, and	Organization's budget allocations align with equity goals, policies, and/or values. Organization	Collect, share, and use feedback on community satisfaction with organizational equity efforts as a standard practice, through a	Organization's strategic operation plan, performance management, and quality improvement processes emphasize
Some policies and procedures integrate equity principles in select programs	strategies focused on advancing equity.	resources relevant to all staff (e.g., employee handbook, onboarding trainings) reflect equity.	produces and regularly updates a Community Health Improvement Plan (CHIP), reflective of equity priorities.	defined policy and processes. Require vendors and contractors to adhere to the same equity practices and policies as the organization.	equity with clear and measurable goals. Equity-focused and community outreach staff routinely help examine organizational policies and ensure they are not reinforcing cultural bias, barriers, and inequities.

The examples are meant to serve as a reference to help you reflect on how equity is potentially embedded throughout your LHJ; they are not a comprehensive list or checklist of requirements. Compare the scope and depth of your activities to the implementation level reflected in the examples.

Domain 4: Planning and Shared Decision-Making

A) Competency: Data Collection and Usage

<u>Definition</u>: Collect data to reflect the experience of communities impacted by inequities and make it accessible to the community for shared use in policy and program planning.

Early		Established		Strong	
1	2	3	4	5	6
Acknowledge missing data, biases, and limitations of data in the organization. CBOs and residents inform priorities for data collection to measure meaningful progress in achieving health equity. Organization uses equity-related questions in data collection and measurement.	Collect, analyze, and report data on social determinants of health, demographic and socioeconomic characteristics, and other equity related metrics. Use data (primary or secondary - provided by state) about inequities to identify department priorities and information is shared back with community when available. Identify and provide training to internal staff that may be unfamiliar with how to interpret and utilize data to inform program planning.	Community assessment and data collection methods align with cultural interests and contexts (e.g., qualitative data gathered in certain communities to allow story sharing opposed to administering surveys). Community knows who to ask for data at the organization and can easily receive it. Use health equity data to inform new programs and future directions for current programs.	LHJ produces and regularly updates a Community Health Assessment (CHA), reflective of equity data and shares back with community. Share disaggregated data by multiple demographic and socioeconomic strategies to increase understanding and visibility of disproportionate impacts. Data is easy for communities to access and understand to support their efforts of advancing equity (e.g., including an established local policy or processes tracking and prioritizing community requests of data).	Conduct in-depth analysis to further investigate root causes on an institutional and systemic level. Execute planning processes to address social determinants (early prevention) vs. social needs (secondary or tertiary prevention). Engage community members in responding to, evaluating, and sharing context to help interpret data. Data is publicly available without needing to make a request to the organization (e.g. public data dashboard, online accessible assessment reports in plain language, etc.).	Develop protocols for improving equity data by strengthening culturally and linguistically inclusive data collection methods (e.g., provide categories that reflect the groups in your community, allow people to self-identify, choose more than one category). Programs routinely leverage data on disparities for performance tracking, assessing program outcomes, and informing policy development and evaluation.

The examples are meant to serve as a reference to help you reflect on how equity is potentially embedded throughout your LHJ; they are not omprehensive list or checklist of requirements. Compare the scope and depth of your activities to the implementation level reflected in the examples.	
lease share any additional comments about your choice above, challenges/barriers, or successes/wins. [Optional]	

B) Competency: Shared Analysis

<u>Definition</u>: Conduct shared analysis with staff, multi-sector partners, and CBO/residents to explore root causes of problems and co-develop strategies and solutions.

Early		Established		Strong	
1	2	3	4	5	6
Implement participatory research activities that involve residents in identifying and reflecting on issues that affect their lives and sharing ideas for community-driven solutions. Collaborate with community-based partners and leaders to organize strategic planning sessions.		Work with the community and other partners to develop and implement community-wide equity strategies with clear and measurable goals. Encourage community participation in a Community Health Assessment and/or regular strategic planning sessions, and facilitate required engagement for Community Health Improvement Plan.	Align equity-driven processes among community and public agencies; look for opportunities to sync timelines and build on prior efforts. Invest time and create space for reflective thought where community trust is established and maintained through consistent, equitable processes and problem solving with internal and external partners.	Through policies and practice, internal staff and community groups collaborate to develop scope of work, goals, and budget for equity projects. Convene community partners regularly to allow for evaluation, iteration, and refinement of community engagement activities and equity planning.	Internal staff, CBOs/residents, and multisector partners create formal work groups/coalitions/taskf orces, etc. in order to share resources and best practices and collaborate on community priorities together. Develop "lessons learned" document - identify ways of addressing issues from all parties involved.

The examples are meant to serve as a reference to help you reflect on how equity is potentially embedded throughout your LHJ; they are not a comprehensive list or checklist of requirements. Compare the scope and depth of your activities to the implementation level reflected in the examples.

C) Competency: Inclusive Decision-making

<u>Definition</u>: Include CBOs/residents and multi-sector partners in key decisions about program, policy planning, and evaluation activities.

Early		Established		Strong	
1	2	3	4	5	6
		3 Establish clear protocols with roles and expectations for	Design programs and initiatives with ample opportunities for CBOs/residents to inform, propose, and refine solutions. Leverage CBOs/resident expertise to ensure program and policy approaches are linguistically and culturally appropriate. Invest time and create space for reflective thought where community trust is established and	5 CBOs/residents are partners in planning and implementation of goals and activities.	Integrate community members and other partners into the program development process; involve through every stage including evaluation. Formal policies include meaningful, and consistent CBO/resident engagement in public planning and decision making, with accountability measures, support, and compensation (e.g., stipends,
			maintained.		childcare,
			mamtameu.		translation/interpretati
					ons services) for
					community
					participation.

The examples are meant to serve as a reference to help you reflect on how equity is potentially embedded throughout your LHJ; they are not a comprehensive list or checklist of requirements. Compare the scope and depth of your activities to the implementation level reflected in the examples.

Post-Assessment Reflections: Equity Goals

- A) Please select 2 or 3 Competencies that your LHJ would like to improve upon:
 - Diversity & Inclusion
 - Dedicated Equity Staff
 - Training, Development, and Support
 - Structures to Build Collaboration
 - Community Based Organization & Resident Engagement
 - Partner Across Sectors
 - Organizational Commitment
 - Funding and Resource Allocation
 - Embed Equity Principles
 - Data Collection and Usage
 - Shared Analysis
 - Inclusive Decision-Making
- B) Reflecting upon the survey, what do you feel are your LHJ's strengths?
- C) Please describe how your LHJ conducted/completed this assessment. Did your methodology change from the last time you completed the assessment?