



Health Equity Checklist

Health Equity is critical to increasing effectiveness and improving health outcomes. As a core value of our Branch, Public Health has developed policy PH.21.211 to help us consider and prioritize Health Equity in our decision making and development of new and revision of *relevant policies, plans, processes, procedures, programs, services, and health promotion strategies*. The following is a checklist and resource guide to support the implementation of this policy.

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For help with defining terms see the [Health Equity Resources and Glossary](#)

Please complete the following:

Program:	
Date:	
Name of Person(s) Completing Checklist:	
Division & Unit:	
Brief Program Description:	
Priority Population(s):	

Health Equity Impact and Considerations:

Why Equity Matters

The Health Equity considerations on this page are provided to help expand your understanding of how Equity is essential for effective Public Health practice. Review these considerations before completing the Health Equity Checklist, noting how they relate to your work.

- **People Matter**
 - a. How are unique populations differently affected by the issue you are addressing?
 - b. Who is affected, positively or negatively, by what you are planning to do and how?
 - c. How are certain groups experiencing barriers around this issue?
 - d. How are people potentially traumatized/retraumatized by your issues/decision?

- **Place Matters**
 - a. How is this policy, plan, process, program, service, or health promotion strategy accounting for peoples' physical safety and their need to be productive and valued?
 - b. How are you considering environmental impacts?
 - c. How are program resources and investments distributed geographically?

- **Process Matters**
 - a. How are we including or excluding people who are affected?
 - b. What policies, processes, and social relationships contribute to the exclusion of communities most affected by this program, policy, process, or intervention?
 - c. What processes are potentially harmful or burdensome?

- **Power Matters**
 - a. What are the barriers to doing Equity work as it relates to this plan, process, program, or health promotion strategy?
 - b. What are the benefits and burdens that communities experience with this issue?
 - c. Who is accountable (To what? To whom?)?
 - d. How is the plan, process, program, or health promotion strategy shifting power dynamics to better integrate voices and priorities of marginalized communities?



Health Equity Checklist

Using Public Health Data:

Collecting and analyzing public health data to target interventions

Has your Division, Unit, or Program:			
	Yes	In Progress	N/A
1. Reviewed the most recent Humboldt County public health data related to this initiative, including the Community Health Assessment (CHA)? Identify data source in space below			
2. Determined which priority populations are at higher risk for poor health outcomes related to this effort? If “yes”, please list them in the space provided for notes below.			
3. Used qualitative and/or quantitative data that shows disparities in equity and/or the social determinants of health (root cause) to make evidence-informed decisions?			
4. Did you collect primary data to describe the problem? Examples: testimonials, focus groups, surveys. If so, describe in the space below.			
<i>Reflecting upon the questions above, please use the space below to list the initiative’s current strengths and opportunities with regards to using public health data.</i>			
STRENGTHS	OPPORTUNITIES		
•	•		
<i>Priority Population(s) Identified:</i>	<i>Data Source:</i>		
<i>Please explain any “In Progress” or “N/A” responses. This space may also be used to take additional notes.</i>			



Health Equity Checklist

Community Involvement and Engagement:

Creating opportunities for authentic community decision making

<p>1. Where would you place this project’s community engagement on this spectrum? Here “the public” usually refers to priority population, rather than the general public.</p>					
<p>Inform To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions</p>	<p>Consult To obtain public feedback on analysis, alternatives, and/or decisions</p>	<p>Involve To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered</p>	<p>Collaborate To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution</p>	<p>Empower To place the final decision-making in the hands of the public</p>	
<p>2. Do you have plans to move to a further level? If so, what are your plans? Please describe in the space below.</p>			Yes	In Progress	N/A
<p>3. Has your Division, Unit, or Program obtained representation from the priority population in developing/selecting approaches? Please describe how in space below.</p>					
<p><i>Reflecting upon the questions above, please use the space below to list the initiative’s current strengths and opportunities with regards to community involvement and engagement.</i></p>					
Strengths			Opportunities		
<p><i>Please describe your community engagement strategy (ies) in the space below. This space may also be used to take additional notes.</i></p>					



Health Equity Checklist

Communication:

Making our messaging relevant and accessible to our audiences

Has your Division, Unit, or Program:	Yes	In Progress	N/A
1. Solicited input from defined priority audience during the development of messaging and materials?			
2. Reviewed messages and products, including digital media, to ensure they are socially, culturally, and linguistically appropriate and in plain language?			
3. Ensured that language assistance is available when communicating with community members? Do staff know how to do this appropriately?			
4. Shared relevant public health outcome and indicator data with the intended communities in a culturally responsive and accessible way? Note how in the space below.			
<i>Reflecting upon the questions above, please use the space below to list the initiative's current strengths and opportunities with regards to communication.</i>			
Strengths	Opportunities		
<i>Please explain any "In Progress" or "N/A" responses. This space may also be used to take additional notes.</i>			



Health Equity Checklist

Partnerships: Coalitions, subcontractors and other collaborators

Placing health equity at the center of public health partnerships

Has your Division, Unit, or Program:	Yes	In Progress	N/A
1. Ensured current partnerships are working to achieve health equity goals (i.e. consideration of marginalized communities and/or Social Determinants of Health)?			
2. Made recommendations to the partnership to include interventions, activities, or partners that address health inequities?			
3. Are your program’s community partnerships equitable? How do you share power and voice in decision making?			
4. Do the community networks or coalitions your program coordinates use a framework that addresses equity? Ex: Mobilizing for Action for Planning and Partnerships (MAPP) , BARHII , etc.			
<i>Reflecting upon the questions above, please use the space below to list the initiative’s current strengths and opportunities with regards to partnerships.</i>			
Strengths	Opportunities		
<i>Please explain any “In Progress” or “N/A” responses. This space may also be used to take additional notes.</i>			



Health Equity Checklist

Program Design, Monitoring and Evaluation:

Placing health equity at the center of our program planning

Has your Division, Unit, or Program:	Yes	In Progress	N/A
1. Do the project/program’s strategies and objectives align with the Community Health Improvement Plan and/or department Strategic Plan?			
2. Identified evidence-based or promising practices ? If so, please use the space below to describe the selection process. Please refer to PH Equity Reference Guide for more detailed guidance.			
3. Considered social, cultural, and linguistic characteristics in program development, monitoring and evaluation?			
4. Identified a Program Measure that is specific to the priority population(s)? Please address in the space below and see page 8 for more information.			
<i>Reflecting upon the questions above, please use the space below to list the initiative’s current strengths and opportunities with regards to program monitoring, design and evaluation.</i>			
Strengths	Opportunities		
<i>Please list any Evidence-Based or Promising Practice being utilized and briefly describe how it was chosen:</i>			
<i>Please explain any “In Progress” or “N/A” responses. This space may also be used to take additional notes.</i>			



Health Equity Checklist

Program Review:

Based on the discussion of the opportunities identified above, please share how your program plans to improve or further address health equity in the space below.

Please list the performance measure(s) below or attach completed OMTA form when submitting to this document for review.

Performance Objective	
Measure	
Performance Target	
Actions	



Health Equity Checklist

Supervisory Review:

1. How will you support your staff in making the recommended changes (see previous page)?

2. Do you anticipate any possible unintended negative consequences of these changes? Please elaborate.

Once approved, Supervising Staff should submit signed versions of this form to phqi@co.humboldt.ca.us.