

*This guide provides instructions on how to participate in any Forum created by the Office of Health Equity on the [Equity Portal](#).*

California Department of Public Health

Office of Health Equity

Last Updated: August 29, 2023

Prepared By: Crowe LLC

## Forums User Guide – External

Forums are a new feature built within California’s Department of Public Health (CDPH) Technical Assistance Inquiry and Grant Management Equity Portal (**Equity Portal**), designed to be used as a tool to enhance peer to peer communication and knowledge sharing, among Local Health Jurisdictions (LHJs) and community partners. Each Forum will have a Moderator assigned from the Office of Health Equity (OHE), and that Moderator will be responsible for **adding and removing participants**, protecting privacy of individuals and upholding the Forum code of conduct, as well as generally maintaining a safe space for discussion and the sharing of resources.

### As a Forums Participant, access the Forums from the Equity Portal

1. Navigate to the [Equity Portal](#) and sign-in, using your existing username and password
  - a. **If you do not have an existing username or password** and have never signed into the Equity Portal before, please email [EquityPortalSupport@cdph.ca.gov](mailto:EquityPortalSupport@cdph.ca.gov) with your request for an invitation to register

Equity Technical Assistance and Grant Management Portal

Home Start an Inquiry Award Management Resources Sign in

Sign in Redeem invitation

Sign in with a local account

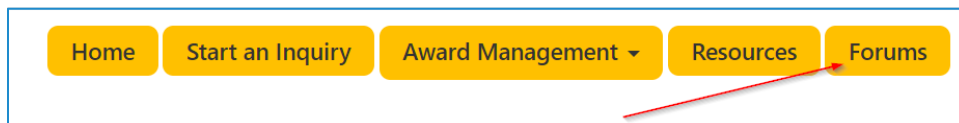
\* User name

\* Password

Remember me?

Sign in Forgot your password?

2. Select **Forums** from the navigation bar at the top of the screen
  - a. All the Forums that you have access to will appear here on a dashboard. If you don’t see any Forums, or suspect you are missing a particular Forum that you should be invited to, please contact [EquityPortalSupport@cdph.ca.gov](mailto:EquityPortalSupport@cdph.ca.gov)
  - b. Before you navigate into any of the Forums, you must agree to the Code of Conduct





[Home](#) > [Code of Conduct](#)

## Forum Participant Guidelines and Code of Conduct

Thank you for being part of the Forum community. Forums are designed to be a space where you can solicit the advice of your peers, benefit from their experience, and participate in ongoing conversation on equity-related topics. We are excited to offer this space for peer connections and mutual enrichment.

To ensure the best possible experience for all Forum users, we have established participant guidelines and a code of conduct. By joining and using this Forum, you agree that you have read and will follow these items.

Please take a moment to acquaint yourself with these important guidelines. In order to preserve an environment that encourages supportive dialogue, we reserve the right to suspend or terminate Equity Portal Forums access for anyone who violates these guidelines or the code of conduct.

### Code of Conduct

#### Professionalism

All members are expected to maintain the highest level of professionalism in their interactions. Posts should be constructive, respectful, and based on evidence. Personal attacks, insults, or derogatory comments are strictly prohibited.

#### Respect for Diversity and Inclusion

Members must respect the diversity of participants and cultures in our community. We do not tolerate discrimination or harassment based on characteristics such as race, gender, sexual orientation, religion, disability, age, or national origin.

#### Confidentiality and Privacy

Respect for privacy is paramount. Do not share sensitive, personal, or confidential information about individuals or organizations. This includes any form of "doxing" or invasion of privacy.

#### Intellectual Property

Members should respect all forms of intellectual property. Ensure that all content shared respects copyrights, trademarks, and other legal rights. Plagiarism is strictly prohibited.

### Evidence-based Discussions

Members should strive to base discussions on peer-reviewed, evidence-based research. Misinformation, disinformation, or promotion of unproven theories or treatments is not permitted.

### Non-commercial/Non-promotional

The Equity Forum is not a platform for commercial promotion or personal gain. Members may not post promotional material, solicit business, or post links to their own or other's commercial activities, except in areas specifically designated for such purposes.

### Reporting Violations

Members who witness or experience conduct that they believe violates this Code of Conduct are encouraged to report it to the Forum moderators or administrators. All reports will be reviewed and addressed promptly and impartially. Please email [EquityPortalSupport@cdph.ca.gov](mailto:EquityPortalSupport@cdph.ca.gov) with any suspected violations you want to report.

### Consequences of Violations

Violations of this Code of Conduct may result in actions ranging from a warning to expulsion from the Forum, depending on the severity of the infraction. In some cases, violations may also be reported to the relevant professional authority, including law enforcement. Forum Participant Guidelines

## Forum Participant Guidelines

### Unwelcome Forum Participation

- No self-promotion or spamming
- No unsolicited marketing or advertising
- No discriminatory behavior (e.g., racist or sexist comments, slurs)
- No profanity, threatening language, or harassment
- No sharing of non-professional, explicit, or inappropriate material
- No discussion of illegal activities
- No sharing of personal or private information, including data with personal identifiers or personal contact information

### Encouraged Forum Participation

- Offering of recommendations, ideas, suggestions that strive towards shared goals
- Sharing of resources, events, and announcements
- Answering one another's questions
- Respectful, supportive dialogue, including constructive criticism
- Collaborating openly on ideas and topics
- Asking moderators for help and offer moderators feedback
- Email [EquityPortalSupport@cdph.ca.gov](mailto:EquityPortalSupport@cdph.ca.gov) if you have anything you need to report or raise awareness about in the Equity Portal

Accept

Decline

### CDPH Disclaimer

The view expressed in the Equity Portal Forums are the views of the posters only and do not represent the views of the California Department of Public Health (CDPH). CDPH makes no warranty, guarantee, or representation as to the accuracy or sufficiency of the information posted on the Equity Portal Forums. CDPH does not endorse, approve, recommend, or certify any information, advice, guidance, product, process, service or organization presented or mentioned on the. However, CDPH reserves the right to moderate, edit, delete any posts that are harmful or otherwise violate the code of conduct that all participants must agree to as a contingency of their participation.

To accept the Code of Conduct, select "Accept":

Accept

Decline

### CDPH Disclaimer

The view expressed in the Equity Portal Forums are the views of the posters only and do not represent the views of the California Department of Public Health (CDPH). CDPH makes no warranty, guarantee, or representation as to the accuracy or sufficiency of the information posted on the Equity Portal Forums. CDPH does not endorse, approve, recommend, or certify any information, advice, guidance, product, process, service or organization presented or mentioned on the. However, CDPH reserves the right to moderate, edit, delete any posts that are harmful or otherwise violate the code of conduct that all participants must agree to as a contingency of their participation.

Once you have accepted, you will have access to the Forums you have been invited to. If you select 'Decline', you will not be able to access the Forums. If you unintentionally selected 'Decline', please

reach out to your Award Manager and work with them to reset the Code of Conduct Acceptance link for you and try again.

## Create a Thread

You can start a discussion, ask a question, or share resources at any time by starting a new **Thread**. It might be helpful to scan existing Threads first to see if there are any related to your question or discussion before starting a new one.

1. Select a **Thread** from the list of **Forums** you have access to

Equity Technical Assistance and Grant Management Portal

Home Start an Inquiry Award Management Resources Forums

Home > Forums

### Forums

Forum	Last Post	Threads	Posts
<a href="#">Equity Portal Technical Support</a> Pilot Forum for all things Equity Portal Technical Support	George Georgeson Tester 22 days ago	1	1
<a href="#">Bay Area Resource Sharing</a> This forum is for Local Health Jurisdictions in the Bay Area to share resources, events, and other Bay-centered equity topics with each other	Averi Apple a day ago	4	7
<a href="#">Statewide LHJ Peer Networking</a>	George Georgeson Tester	6	0

Forum	Last Post	Threads	Posts
<a href="#">Equity Portal Technical Support</a> Pilot Forum for all things Equity Portal Technical Support	George Georgeson Tester 22 days ago	1	1
<a href="#">Bay Area Resource Sharing</a> This forum is for Local Health Jurisdictions in the Bay Area to share resources, events, and other Bay-centered equity topics with each other	Averi Apple a day ago	4	7
<a href="#">Statewide LHJ Peer Networking</a> This forum is for Local Health Jurisdictions across California to connect and share information, events, and resources with their peers in other LHJs across the state.	George Georgeson Tester a day ago	6	9

2. To **Create a new Thread**, select the **Create a new Thread** button

Bay Area Resource Sharing This forum is for Local Health Jurisdictions in the Bay Area to share resources, events, and other Bay-centered equity topics with each other

[+ Create a new thread](#)

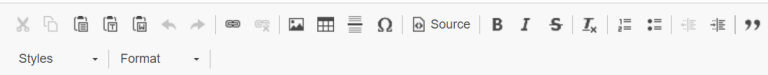
### 3. Title the **Thread** with a short summary or a few words that describes your Post

Create a new thread

\* **Thread title**

\* **Thread type**

\* **Content**



Styles | Format

### 4. Select the **Thread Type**

#### a. **Discussion**

- i. Choose this option if you want to **start a conversation** among your peer participants in a Forum. For example, you could start a conversation about best practices around equitable hiring

#### b. **Question**

- i. Choose this option if you **have a specific question** that you need answered and you believe that another Forum participant could answer it for you. For example, you could ask what the date of the Statewide Convening is

#### c. **Event**

- i. Choose this option if you want to **invite Forum participants to an event** that you know about or are hosting

#### d. **Resource**

- i. Choose this option if you **have a resource you want to share** with other Forum participants **OR if you have a specific resource you are looking for** from other Forum participants

\* Thread title: New Post

\* Thread type: Discussion (selected)

\* Content: [Empty text area]

5. Type out the **Content**

- a. Enter your discussion topic, question, event, or resource here. Please write a complete and thorough content description. Remember, this is public to all Forum participants, and it is important to write in a professional manner, **avoiding slang and acronyms when possible**

Create a new thread

\* Thread title: New Post

\* Thread type: Discussion

\* Content: [Rich text editor with placeholder text: "This is a new post within a new thread."]

**Note:** Any Post or Thread that includes any of the prohibited content below will be either edited or hidden by the Forum Moderator to remove or hide offensive or private information that is in your Post. The Post will be reviewed by the Office of Health Equity (OHE) legal team to assess if it should remain public or not on the Forum. Individuals who consistently post prohibited content might be removed from the Forums, pending a review from legal.

- Defamatory, as defined as, false or misleading information and harmful words intended to damage the reputation of another person(s)
- Indecent, as defined as, the inclusion of obscene language, foul language and/or pornographic material

- Harassment, as defined as threatening, harmful and/or abusive, including comments insinuating, or directly displaying, forms of racism, sexism, homophobia or other forms of hate-speech
- Invasive of privacy rights, as defined, as the inclusion of any personal information about yourself or others
- Illegal, as defined as, posted with an unlawful purpose or is in any way related to unlawful activity taking place, or having taken place, in the past, present or future
- Spam, as defined as, commercial, political or personal promotion which does not relate and/or contribute to the discussion
- Inappropriate, as defined as, something that is off-topic and detracting from the quality of the overall discussion

Please make sure your Posts don't violate this Code of Conduct and don't share any personally identifiable information.

6. **Attach** any necessary files

- If you are **attaching multiple files**, you must choose them all and upload them together. This is important, because if you got back later to try and upload an additional file, it will write over the first file and replace it.
- Please make sure you **do not upload any sensitive, personally identifiable, or any other private data or information!!** This is a breach of the Code of Conduct, and your Thread may be subject to editing or hiding by the Moderators.

This is a new post within a new thread.

body

**Attach files** Choose Files No file chosen

Subscribe to this thread

Create this thread

7. Determine whether or not to **subscribe** to the Thread

- If you **subscribe** to the Thread, you will get notifications sent to your email every time someone responds to the Thread. If you do not subscribe, you will not get these email notifications



This is a new post within a new thread.

body

**Attach files**  No file chosen

Subscribe to this thread

## 8. Create the Thread

This is a new post within a new thread.

body

**Attach files**  No file chosen


Subscribe to this thread

## Respond to a Post or Thread


1. Open a **Thread**
2. To respond to a Post, select the **Post a reply** button

Home > Forums > Bay Area Resource Sharing > **New Post**

### New Post

 Posted [about a minute ago](#) by [Averi Apple](#)

This is a new post within a new thread.





- Contact information for the requesting user
- Reason for the requested Forum, including topic of discussion and/or specific question to be answered
- Any specific dates you'd like this Forum to be active
- Name/title of the requested Forum - please note there is a 50 character limit
- Which participants will be added to this Forum (ex: LHJ Equity leads, list of specific external community partners, attendees of a particular meeting series)

The Equity Portal Team, along with relevant members of the Office of Health Equity will regularly review these requests and make decision regarding the creation of new Forums. You will be notified if your request has been approved or not.

**Remember, Forums are for peer connection and conversation! If you have questions for the internal Office of Health Equity team or your TA specialists, you are welcome to submit an [TA Inquiry](#).**

## Report an Issue or Breach of the Code of Conduct

When you entered the Forums for the first time, you agreed to a Code of Conduct, as did all other Participants.

If you come across a Post or reply that you find offensive, or otherwise seems to breach the Code of Conduct, please email [EquityPortalSupport@cdph.ca.gov](mailto:EquityPortalSupport@cdph.ca.gov) and identify the exact post that you are reporting. All reports will be kept completely anonymous. Depending on the nature of the violation, posts may be edited, hidden or possibly even deleted, pending a review from OHE legal team. Repeat offenders may be removed from the Forums, depending on the outcome of legal review.

You can also reach out to [EquityPortalSupport@cdph.ca.gov](mailto:EquityPortalSupport@cdph.ca.gov) if you:

- Need help editing your post
- Want to lock or unlock a thread you started
- Otherwise need help accessing and using the Forums

## Access Forum User Guide, Participant Guidelines, Code of Conduct, and Other Resources

There will be one Forum specific to Forum support, named "Equity Forum Support". In this Forum, you will find resources posted such as this user guide, a copy of the Code of Conduct, more information about participant guidelines, and other related resources.

In this Forum, you can post questions, as well as review other people's questions about how to access, use, and participate in the Equity Portal Forums.