Appendix A - HHSA Race and Cultural Equity Policy, Procedures, and Practices Review Tool

Use of this tool is an important step to operationalizing the concepts of equity and inclusion as well as ensuring that our values and mission are considered in the development of policies and procedures.

Who should use this tool?

Division administration shall identify staff for each division who are involved in creating and maintaining policies, reviewing procedures and practices and familiar with how these policies, procedures, and practices will impact the community should use this tool early in the design phase.

When should this tool be used?

The earlier this tool can be applied, the better. Using the tool early in the design process ensures that the lens of race and cultural equity, and county values is applied and the appropriate stakeholders are included in the development phase. Using the tool at later stages of implementation ensures that opportunities for feedback and refinement also include these filters. When used consistently, this tool helps ensure that policies and procedures are aligned with HHSA's mission, vision, values, and desired population health outcomes.

Step 1 - What are the purposes, desired results, and outcomes of this policy?

It is important for the policy, procedure or practice to clearly describe the reason and intent behind the policy, procedure or practice as well as the desired outcomes. By focusing on the potential impacts, reviewers can more clearly consider the community outcomes and how the policy, procedure or practice may promote the desired results.

Step 2 - What does the available data tell us and how can we incorporate stakeholders into the design process?

If data is available, it must be used to consider the current conditions as well as the impacts on certain populations, geographic areas, or stakeholder groups. If data is not available, we must ask why it has been overlooked and clearly define what data would be important to making policy decisions.

If possible, policies should also incorporate performance measures to help us evaluate and track progress toward our stated goals.

In addition to consideration of available data, policy development must include the voice of communities impacted by the topic. Engaging community stakeholders throughout all phases of the project and maintaining transparent communication with stakeholders will produce more equitable results.

If a policy, procedure or practice is being reviewed late in the design or implementation process, it may not be clear whether stakeholders were involved in the initial design. If not, what suggestions exist for future reviews or edits to the policy?

Step 3 - How can the policy align with intended outcomes and advance equity/minimize harm?

Based upon data and stakeholder input, reviewers should assess the policy, procedure, or practice and think about how to reduce burden and advance equity on impacted groups. It is often the case that decisions are

impacted by a variety of interests and there may be unintended consequences. These consequences must be identified and mitigated to the extent possible.

The policy, procedure, or practice should also be viewed as it relates to larger systems and structures. There may be potential complementary policies, procedures, practices, or approaches that can help advance race and cultural equity and maximize positive impact.

Implementation:

Now that the benefits and impacts have been reviewed, thoughtful implementation is the next step. Is the implementation plan:
- Realistic?
- Adequately funded?
- Adequately resourced with personnel?
- Adequately resourced to ensure ongoing data collecting, public reporting, and community engagement?

HHSA Race and Cultural Equity Policy, Procedures, and Practices Review Tool

Title of Policy, Procedure, or Practice	
Division	

Step #1: What are the purposes, desired results, and outcomes of the Policy, Procedure, or Practice?

Is the purpose clearly stated in the Policy Statement, Procedure or Practice? ☐ Yes ☐ No If not, what is missing and needs to be changed?	
What are the expected outcomes of the policy, procedure or practice?	

What or whom does the policy, procedure or practice have the potential to positively or negatively impact?

☐ Children, youth including TAY   ☐ Latinos/as   ☐ Low income
☐ Contracting equity   ☐ Veterans   ☐ Limited English Proficiency
☐ Economic development   ☐ Disability community
☐ Food access and affordability   ☐ Filipinos
☐ Government practices   ☐ Asylum seekers
☐ Health   ☐ Refugees
☐ housing access and affordability   ☐ Middle Eastern
☐ human services   ☐ African American
☐ Older adults   ☐ Asian/Pacific Islander
☐ workforce equity   ☐ Native Americans
☐ Other: ☐ Indigenous community

How might the policy, procedure or practice positively or negatively impact the indicated populations?

Step #2: What is the data and how have stakeholders been engaged in the development of this policy, procedure or practice?	

Who might be affected by this policy, procedure, or practice?
☐ Clients ☐ Staff
     ☐ Contractors
     ☐ Other _____
     _____
 	
Explain how you engaged stakeholders and what they said they would like us to do.	

Does the policy, procedure, or practice support services that are high quality, accessible, and culturally appropriate? ☐ Yes ☐ No	
Step #3: How can the policy, procedure or practice align with intended outcomes and advance race and cultural equity or minimize harm?	
What actions may be necessary to enhance positive impacts or reduce negative impacts on stakeholders?	

What specific edits or changes to the policy, procedure, or practice can you suggest that would ensure the policy is congruent with:
 	
     ☐ County of Napa Core Values?
     ☐ HHSA Mission/Core Values?
     ☐ Race and Cultural Equity?	