

This document is intended for Local Health Jurisdictions and other audiences who want to use the Virtual Equity Toolkit 2.0 in the [Equity Portal](#).

California Department of Public Health

Office of Health Equity

Last Updated: August 29, 2023

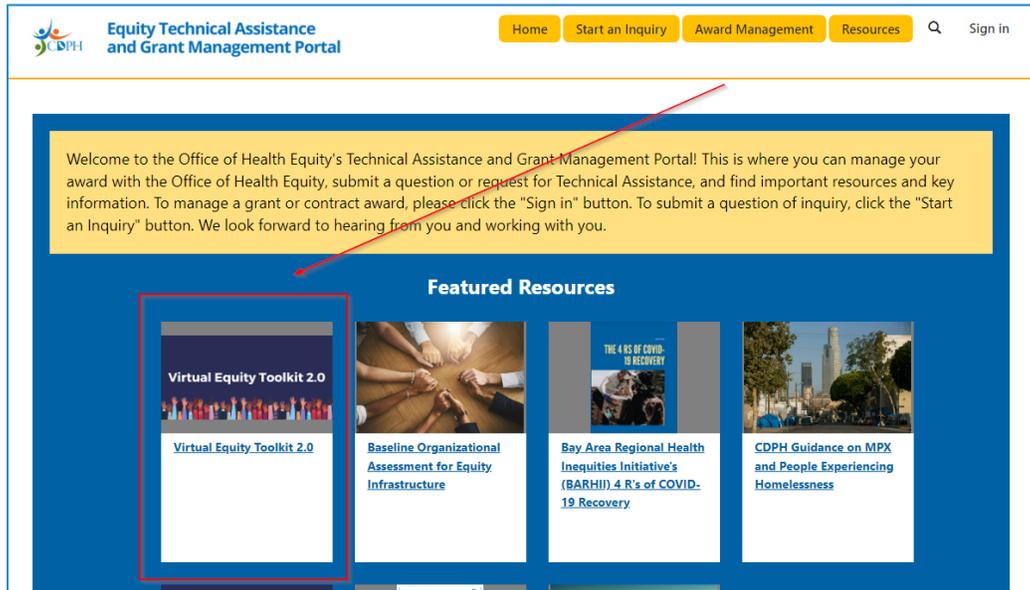
Prepared By: Crowe LLC

Reviewed By: Office of Health Equity

Virtual Equity Toolkit – External User Guide

Accessing the Virtual Equity Toolkit

The **Virtual Equity Toolkit** can be easily accessed from the [Equity Portal](#) homepage in the 'Featured Resources' section. You do not need to sign-in to the portal, you simply need to select the 'Virtual Equity Toolkit 2.0' tile from the homepage.



Overview

When you select the **Virtual Equity Toolkit** tile, you will be directed to the Overview page. The Overview page introduces the Virtual Equity Toolkit and gives you a brief synopsis of how to use the Toolkit.

Equity Technical Assistance and Grant Management Portal

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Overview Virtual Equity Toolkit 2.0



Watch on  YouTube

The Virtual Equity Toolkit 2.0 is brought to you by the Regional Equity Technical Assistance (TA) Team at the Office of Health Equity (OHE) of the California Department of Public Health (CDPH). This version of the toolkit is an update to the original VET 1.0, which can be found in the Equity Portal. The intended audience for this toolkit is local health jurisdiction equity leads and colleagues who are tasked at building equity infrastructure throughout their jurisdiction. For that reason, resources are divided into 12 competencies as defined in CDPH's Organizational Assessment for Equity Infrastructure. The toolkit complements the assessment examples and helps work through the domains of interest.

For each competency there is a compilation of examples, templates, trainings, webinars, guides, frameworks, articles, and LHJ Spotlights to make equity ideas and concepts more actionable. Additionally, the resources are divided into Early, Established, and Strong for each competency (also mimicking CDPH's same Assessment) to have resources for users at every stage of equity work. The Early, Established, and Strong scale found in the Assessment is shown below.

| 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" |

There are instances where adequate resources were not found for each phase of each competency. But it does not mean that it does not exist nor that it will be excluded from a future iteration.

These resources come from many different sources that are doing amazing equity work. The toolkit is by no means exhaustive and will continue to evolve and be updated as resources and needs change.

We want to thank the Local Health Jurisdictions for submitting spotlights, reviewing, and being dedicated to equity!

This Equity Toolkit is for you. It is a living document, bringing you resources on the 12 competencies on equity infrastructure. If you have any suggestions on what you would like to see (or links don't work), please let us know via the [Equity Portal](#).

These links are being provided for informational purposes only and do not constitute an approval by the CDPH of any of the products, services or opinions of the corporation or organization or individual. CDPH bears no responsibility for the accuracy, legality, or content of the external site or for that of subsequent links. Contact the external site for answers to questions regarding its content.

Advanced Search

Advanced Search allows you to directly search for Health Equity Resources. You can filter by Competency, Development Level, and Type (of Resource). To directly search for a Resource, you can use the Search option.

To filter the Resources:

1. Filter by **Competency**

The screenshot shows the 'Advanced Search' page of the 'Equity Technical Assistance and Grant Management Portal'. The 'Competency' dropdown menu is open, displaying a list of options including 'Community Based Organization & Resident Engagement', 'Data Collection and Usage', 'Dedicated Equity Staff', 'Diversity and Inclusion', 'Embed Equity Principles', 'Funding and Resource Allocation', 'Inclusive Decision-Making', 'Organizational Commitment', 'Partner Across Sectors', 'Shared Analysis', 'Structures to Build Collaboration', and 'Training, Development, and Support'. A red box highlights the 'Competency' dropdown, and a red circle with the number '1' is placed next to the first option in the list. Below the dropdown is a table with columns for Name, Description, Competency, Development Level, and Type. Two rows are visible: 'Community Engagement & Participation Checklist' and 'Community Engagement Assessment Tool'.

2. Filter by **Development level**

The screenshot shows the 'Advanced Search' page with the 'Development Level' dropdown menu open. A red box highlights the 'Development Level' dropdown, and a red circle with the number '2' is placed next to the first option in the list, 'Early'. Below the dropdown is a table with columns for Name, Description, Competency, Development Level, and Type. Two rows are visible: 'Community Engagement & Participation Checklist' and 'Community Engagement Assessment Tool'.

3. Filter by **Type**

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Advanced Search

Competency Development Level Type

Apply Filters

| Name ↑ | Description | Competency | Level | Type |
|--|---|--|-------|-----------|
| Community Engagement & Participation Checklist | Developed by PolicyLink, this outline identifies important components of an authentic and participatory community engagement process. Characteristics of participatory community change include trust, shared vision, partnerships with public agencies, capacity, and policy action. | Community Based Organization & Resident Engagement | Early | Templates |
| Community Engagement Assessment Tool | This Community Engagement Assessment Tool serves as a guide to help grow an organization's understanding of community engagement and define its intentions. Organizations can use this tool with staff and external partners to assess strengths and gaps. | Community Based Organization & Resident Engagement | Early | Templates |

4. Select Apply filters

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Advanced Search

Competency Development Level Type

Community B. Early Templates

Apply Filters

Search

| Name ↑ | Description | Competency | Development Level | Type |
|--|---|--|-------------------|-----------|
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To navigate to the Resource, simply select the hyperlink in the Name column. This will take you directly to that Resource.

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Advanced Search

Competency: Community B. Development Level: Early Type: Templates

Apply Filters

Search

| Name ↑ | Description | Competency | Development Level | Type |
|--|---|--|-------------------|-----------|
| Community Engagement & Participation Checklist | Developed by PolicyLink, this outline identifies important components of an authentic and participatory community engagement process. Characteristics of participatory community change include trust, shared vision, partnerships with public agencies, capacity, and policy action. | Community Based Organization & Resident Engagement | Early | Templates |
| Community Engagement Assessment Tool | This Community Engagement Assessment Tool serves as a guide to help grow an organization's understanding of community engagement and define its intentions. Organizations can use this tool with staff and external partners to assess strengths and gaps. | Community Based Organization & Resident Engagement | Early | Templates |

To Search for Resources Directly:

There are two ways to directly search for Resources. For example, if you wanted to find resources for communication, you can either search by typing “communication” or “*communication”.

1. If you type in “communication” with no asterisk, it will search the first word in every column for the word Communication.

Note: if no columns start with the word “communication”, then there will be no results.

Advanced Search

Competency

Development Level

Type

Apply Filters

communication



| Name ↑ | Description | Competency | Development Level | Type |
|--|---|------------------------|-------------------|----------|
| Advancing Health Equity: A Guide to Language, Narrative and Concepts | This is a comprehensive guide that discusses the key principles of health equity language, the questions and narratives that should be presented when discussing health equity, and a glossary of health equity terms. | Communication Addendum | Early | Guides |
| Berkeley Media Studies Group: Our Commitment to Health Equity | Berkeley Media Studies Group details their commitment to health equity by stating why health equity is important, their approach to equitable public health initiatives, and other examples, projects, and resources for further reading. | Communication Addendum | Early | Examples |

2. If you type “*communication” with the asterisk, it will search every word in every column for the word Communication.

Advanced Search

Competency

Development Level

Type

Apply Filters

*communication



| Name ↑ | Description | Competency | Development Level | Type |
|--|--|------------------------|-------------------|-----------|
| Advancing Health Equity: A Guide to Language, Narrative and Concepts | This is a comprehensive guide that discusses the key principles of health equity language, the questions and narratives that should be presented when discussing health equity, and a glossary of health equity terms. | Communication Addendum | Early | Guides |
| An Overview of Public Health Reaching Across Sectors | This training course takes about 30 minutes to complete and discusses why communication is essential to sustaining cross-sector partnerships. | Partner Across Sectors | Established | Trainings |
| Berkeley Media Studies Group: Our Commitment | Berkeley Media Studies Group details their commitment to health equity by stating why health equity is important | Communication Addendum | Early | Examples |

Competencies

A Competency is one of the 12 pillars in the Organizational Assessment for Equity Infrastructure. The 12 Competencies are displayed in a table on the Competency list page. To access each individual Competency, you can select it from the table and will be directed to the individual competency page.

Competency List page:



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Competencies



What is a Competency?

A competency is one of the 12 pillars in the Organizational Assessment for Equity Infrastructure.

For more information on each Competency, read the definition and click on each hyperlink. To search by Competencies or Resource Types use the Quick Guide on the left.

| Name | Definition |
|------------------------------------|--|
| Diversity and Inclusion | Recruit, hire, and develop a professional workforce that reflects the populations served and communities facing health inequities. |
| Dedicated Equity Staff | Hire staff dedicated to equity and establish staff capacity centered on equity. |
| Training, Development, and Support | Provide opportunities for staff to learn and discuss equity topics and incorporate their learning into practice. |

| | |
|--|---|
| Structures to Build Collaboration | Establish vehicles and venues to support/develop meaningful collaboration. |
| Community Based Organization & Resident Engagement | Build trust with the community/residents through transparent and inclusive communication, respectful co-learning, and leveraging community expertise to inform equitable practices. |
| Partner Across Sectors | 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). |
| Organizational Commitment | Organizational commitment to equity (race/ethnicity, disability status, age, socioeconomic status, etc.) is seen and felt internally and externally; reinforced in culture and communication |
| Funding and Resource Allocation | 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. |
| Embed Equity Principles | Integrate equity principles throughout the organization's programmatic and operational plans, policies, and procedures; including budget, human resources, procurement, data, and decision-making. |
| Data Collection and Usage | 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. |
| Shared Analysis | Conduct shared analysis with staff, multisector partners, and community/residents to explore the root causes of problems and co-develop strategies and solutions. |
| Inclusive Decision-Making | Include community members/residents and stakeholders in key decisions about program, policy planning, and evaluation activities. |

Individual Competency page:

Competencies



What is a Competency?

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| Community Based Organization & Resident Engagement | Build trust with the community/residents through transparent and inclusive communication, respectful co-learning, and leveraging community expertise to inform equitable practices. |

The individual competency will list all of their related resources, which will be sorted into Equity Development levels: Early, Established, and Strong. When you land on the competency page, the Early Level will be expanded while all others will be collapsed. Each level is easily expandable and collapsible by simply clicking on the bar.

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Dedicated Equity Staff

Definition: Hire staff dedicated to equity and establish staff capacity centered on equity.

Why It Matters: When there are not designated staff focused on equity work, it is easy for such work to be left-aside as other priorities arise, or to be siloed to specific grant deliverables. Having staff dedicated to equity work ensures equity is at the center of all programs and policies within the organization. This can include, for example, internal capacity building through trainings or department-wide strategies to evaluate programs with an equity lens. Regardless of the type of equity work, it should be intentional, based on the needs of the department.

LHJ Spotlight: Yolo County

Early

| Type | Title | Description |
|----------|--|---|
| Examples | Public Health Alliance - Health Equity Coordinator Job Description | An example of a Health Equity Coordinator job description from the Public Health Alliance of Southern California. |
| Examples | Santa Barbara Health Equity Coordinator Job Description | An example of a Health Equity Coordinator job description from Santa Barbara County. |

Articles

| | |
|--|--|
| Get Serious About Diversity, Equity, & Inclusion - 4 Reasons You Need a Dedicated DEI Team | This article may be helpful for organizations that are looking into forming a dedicated equity team. A section on how to support your dedicated equity team upon formation is also included. |
|--|--|

Established

Strong

Equity Development Levels

The resources are divided into Early, Established, and Strong for each competency to have resources for users at every stage of equity work. The Equity Development Levels are displayed in a table on the Equity Development Level list page. To access each individual Level, you can select it from the table and will be directed to the individual level page.

Equity Development Level list page:

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Equity Development Levels

Equity Development Levels

The resources are divided into Early, Established, and Strong for each competency (also mimicking CDPH's same Assessment) to have resources for users at every stage of equity work. The Early, Established, and Strong scale found in the Assessment is shown below.

| Early | | Established | | Strong | |
|----------------------------|--|---|----------------|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
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Early Resources Established Resources Strong Resources

Individual Equity Development Levels:

To access each individual equity development level, click on the button for the level you want to view.

| 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" |

Early Resources Established Resources Strong Resources

Each Equity Development Level contains resources that are both related to the Equity Development Level and sorted by Competency. Like our competencies, the first section is expanded, and all others are collapsed. To expand or collapse, simply click on the bar.

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Early Resources



All the resources in this page fall under the "Early" Development Level, which corresponds with a 1-2 on the Equity Development scale. A "1" means work from each competency has not yet started or is in a learning stage. A "2" can be interpreted as activities that have been planned but not started, or in initial/pilot stages of implementation. Any of these resources can be helpful with work in each competency that is in "Early" stages.

Diversity and Inclusion

| Type | Title | Description |
|----------|---|-------------|
| Examples | Health Equity Bank of Job Applicant Interview Questions | |

Guides

Martin County Diversity Hiring Toolkit

- 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

Resource Types

For each competency there is a compilation of examples, templates, trainings, webinars, guides, frameworks, and articles to make equity ideas and concepts more actionable. The Resource Types are displayed in a table on the Resource Types list page. To access each individual Resource Type, you can select it from the table and you will be directed to the individual resource type page.

Resource Type List page:

The screenshot shows the 'Resource Types' page on the 'Equity Technical Assistance and Grant Management Portal'. The page features a navigation menu on the left with options like 'Quick Guide', 'Overview', 'Advanced Search', 'Competencies', 'Equity Development Levels', 'Resource Types', 'LHJ Spotlights', 'Addendums', and 'Additional Databases'. The main content area has a large blue header with the text 'Resource Types' and a graphic of diverse hands raised. Below the graphic, a paragraph explains that for each competency, there is a compilation of examples, templates, trainings, webinars, guides, frameworks, and articles. A list of resource types is provided at the bottom: Examples, Templates, Trainings, Webinars, Guides, Frameworks, and Articles.

Equity Technical Assistance and Grant Management Portal

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Resource Types

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Resource Types

For each competency there is a compilation of examples, templates, trainings, webinars, guides, frameworks, and articles to make equity ideas and concepts more actionable.

- Examples
- Templates
- Trainings
- Webinars
- Guides
- Frameworks
- Articles

Individual Resource Type:

To access each individual resource type page, select the type from the list.

Resource Types



For each competency there is a compilation of examples, templates, trainings, webinars, guides, frameworks, and articles to make equity ideas and concepts more actionable.

- **Examples**
- Templates
- Trainings
- Webinars
- Guides
- Frameworks
- Articles

Each Resource Type page contains resources that are both related to the Equity Development Level and sorted by Competency. Like our competencies, the first section is expanded, and all others are collapsed. To expand or collapse, simply click on the bar.

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Examples

Diversity and Inclusion

| Development Level | Title | Description |
|-------------------|---|---|
| Early | Health Equity Bank of Job Applicant Interview Questions | |
| Early | Committing to Building and Retaining a Diverse and Inclusive Workforce to Improve Health Equity | (\$3 fee to watch) This 1-hour webinar covers successful practices for data sharing as well as improving multi-sector collaboration and communication to address social determinants of health. |

| | | |
|-------|---|--|
| Early | CDPH HRD Recruitment and Hiring Tips and Tricks | The California Department of Public Health (CDPH), Human Resources Division (HRD) shares recruitment and hiring tips and tricks with an equity & diversity inclusive lens. This document includes information on crafting job descriptions, developing equity, diversity, and inclusive statements, and creative ways to promote job listings. |
|-------|---|--|

- Dedicated Equity Staff
- Structures to Build Collaboration
- Organizational Commitment
- Funding and Resource Allocation
- Embed Equity Principles
- Data Collection and Usage
- Training, Development, and Support
- Shared Analysis
- Partner Across Sectors
- Inclusive Decision-Making

LHJ Spotlights

LHJ Spotlights highlight the work individual LHJs are doing to further Health Equity in their community. The Spotlights are displayed in a grid with their names, images, and related competencies. To access each individual Spotlight, select it from the grid.

LHJ Spotlights list:

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LHJ Spotlights



Let's Celebrate the Wins!

| | | |
|---|--|---|
|  <p>Kern County Competency: Diversity and Inclusion</p> |  <p>Yolo County Competency: Dedicated Equity Staff</p> |  <p>Shasta County Competency: Training, Development and Support</p> |
|---|--|---|

| | | |
|---|--|---|
|  <p>Napa County Competency: Structures to Build Collaboration</p> |  <p>Lassen County Competency: Community Based Organization & Resident Engagement</p> |  <p>Los Angeles County Competency: Partner Across Sectors</p> |
|  <p>Madera County Competency: Partners Across Sectors</p> |  <p>Mendocino County Competency: Organizational Competency</p> |  <p>Plumas County Competency: Funding and Resource Allocation</p> |
|  <p>Contra Costa County Competency: Embed Equity Principles</p> |  <p>Humboldt County Competency: Data Collection and Usage</p> | |

Individual LHJ Spotlights:

To access an individual spotlight, select it from the grid.

The screenshot shows the 'Equity Technical Assistance and Grant Management Portal' with a navigation bar containing 'Home', 'Start an Inquiry', 'Award Management', 'Resources', a search icon, and 'Sign in'. The breadcrumb trail is 'Home > Virtual Equity Toolkit 2.0 > LHJ Spotlights'. A left sidebar lists navigation options: 'Quick Guide', 'Overview', 'Advanced Search', 'Competencies', 'Equity Development Levels', 'Resource Types', 'LHJ Spotlights' (highlighted), 'Addendums', and 'Additional Databases'. The main content area features a large blue banner with 'LHJ Spotlights' and three spotlights. Below the banner is the heading 'Let's Celebrate the Wins!' and a grid of three spotlight cards. The 'Yolo County' card is highlighted with a red border and a red arrow pointing to it from the banner. The cards are:

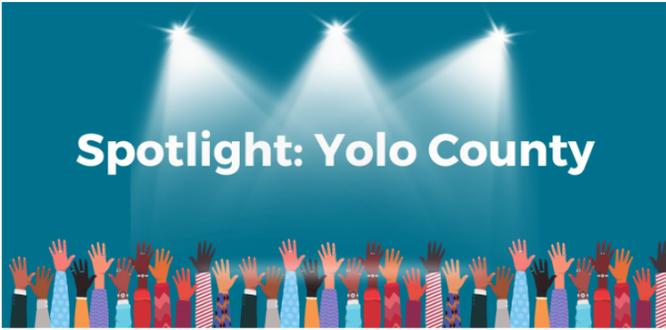
- Kern County**: Competency: Diversity and Inclusion
- Yolo County**: Competency: Dedicated Equity Staff
- Shasta County**: Competency: Training, Development and Support

Equity Technical Assistance and Grant Management Portal

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Spotlight: Yolo County



County of Yolo seal

Coordinators, Samar Lichtenstein and Kanat Tibet, collaborate with internal and external partners to develop and implement vital health equity initiatives. These initiatives include the Yolo County Community Health Assessment (CHA), Community Health Improvement plan (CHIP), and health policies and community programs to address social determinants of health (SDoH).

The equity team supports the development of staff and community partners from varying levels of readiness through informative webinars and trainings. The focus of this education includes SDoH and equity, sharing equity data, and providing equity resources.

A key contributor to advancing the equity work has been Lichtenstein and Tibet's strategy of aligning their program goals with HHSA's equity vision. This approach ensures that the equity lens is a consistent theme in all endeavors garnering a vested interest from the Agency's leadership.

Lichtenstein and Tibet's vast knowledge of strategies to move equity work forward combined with their ability to work collaboratively within the agency and external partners have helped gain community trust and the confidence of HHSA leadership. This can be reflected in partner agency participation in the CHIP development, and in involvement of equity coordinators in HHSA strategic plan goal implementation.

LHJs who would like to engage in equity work should expect that continuous evaluation of projects and the ability to pivot is essential for reaching desired impact. The Yolo team experienced this during implementation of the COVID-19 Vaccine Outreach Project. By listening to partners, identifying gaps in equitable vaccine access, and creative strategizing, Yolo County achieved high vaccination rates relative to its neighbors.

For more information, please visit the [Yolo County HHSA Site](#)

For more information, please visit the following link for Yolo County

Addendums

Addendums are compiled lists of resources for special topics that spanned across the 12 competencies from the Baseline Organization Assessment for Equity Infrastructure and did not fit in any particular section. The Addendums are displayed in a table with their names and descriptions. To access each individual Addendum, select it from the table.

Addendums list:

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Addendums



Addendums are compiled lists of resources for special topics that spanned across the 12 competencies from the Baseline Organization Assessment for Equity Infrastructure and did not fit in any particular section. The TA Team wanted to create space for these topics to be highlighted in order to show their importance for foundational equity across California.

| Name | Description |
|------------------------|--|
| Rural Addendum | TBD |
| Tribal Addendum | This bulletin consolidates equity focused tribal resources into one section for your reference. |
| Communication Addendum | This bulletin consolidates equity focused communication resources into one section for your reference. |

Individual Addendums:

Each Addendum page contains resources that are sorted by Resource Type. Like our Competencies, the first section is expanded, and all others are collapsed. To expand or collapse, simply click on the bar.

Addendums

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| Tribal Addendum | This bulletin consolidates equity focused tribal resources into one section for your reference. |
| Communication Addendum | This bulletin consolidates equity focused communication resources into one section for your reference. |

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Home > Virtual Equity Toolkit 2.0 > Addendums > **Communication Addendum**

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Communications Addendum

This bulletin consolidates equity focused communication resources into one section for your reference. While there can be communication strategies tailored for each of the 12 competencies from the Baseline Organization Assessment for Equity Infrastructure, there are also best practices that span all competencies and did not fit in any particular section. Therefore, the CDPH Equity Technical Assistance Team assembled the sources into their own bulletin for ease of access.

Examples

| Title | Description |
|---|---|
| Berkeley Media Studies Group: Our Commitment to Health Equity | Berkeley Media Studies Group details their commitment to health equity by stating why health equity is important, their approach to equitable public health initiatives, and other examples, projects, and resources for further reading. |

Guides

Webinars

Additional Databases

The Additional Databases and Glossaries section highlights sources for you to explore beyond the twelve Competencies.



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Additional Databases and Glossaries



The Equity TA Team would like to highlight the following databases that are the sources for many of our select resources above, guided us to other incredible sources, and contain many more equity resources with a focus beyond the twelve competencies that you can explore.

Resource Databases

- Minnesota Department of Health Equity Resource Library
- Human Impact Partners Health Equity Guide
- University of Kansas Community Toolkit
- The National Equity Atlas
- Bay Area Equity Atlas
- National Network of Public Health Institutes COVID-19 Health Equity Resource Library

Training Databases

- Public Health Learning Navigator
- CDC Train
- Colorado School of Public Health Center for Public Health Practice-Public Health Trainings Search Engine
- Western Region Public Health Training Center
- Region IV Public Health Training Center