



## Communication

Have I written for my audience and used clear communication for content, text, design and readability?

Do I use inclusive language to respect the diversity of my audience?

Am I using the most appropriate channel to communicate this information to those who need it?

When providing information, have I ensured that my clients understand and know where to go for more information?

## Access

Is there a geographic relationship between the location of my program/service/initiative and the people who need them (accessibility)?

Are there barriers for those most in need of my program/service/initiative (accommodation)?

Is there a cost to participating in this program/service/initiative and what is the ability of users and potential users to pay (affordability)?

Are the people accessing my program/service/initiative comfortable using it (acceptability)?

Is the demand for my program/service/initiative more than what I can provide (availability)?

## Questions to Guide You

### Reflection to Action

Have I reflected on my own values, beliefs, and biases and how they may impact relationships with the people that access my program/service/initiative?

Have I included priority populations in the planning of this program/service/initiative?

Have I consulted/partnered with organizations/communities that serve and/or advocate for priority populations?

Is there another program/service that addresses this concern/issue already?

### Approach

Have I considered a blended approach to deliver this program/service/initiative?

Are there new ways can I provide this program/service/initiative that will better reach priority populations?