

Health Equity Resource/ Program Planning Tool

Resource/Program Title:		
Program:	Department:	Requested by:
Date of Review:	Reviewer:	

Health Equity Summary Notes

Tool tip: Use Health Equity Guiding Questions to create discussion points for Summary Notes

Communication
Access
Reflection to Action
Approach

Tool tip: Use discussion points in summary notes to complete checklist

Yes	No	N/A	Unknown	Assessment Criteria
				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?
				Is the demand for my program/service/initiative more than what I can provide (availability)?
				Is there a geographic relationship between the location of my program/service/initiative and the people who need it (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)?
				Have I reflected on my own values, beliefs, and biases? How do they 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 identified priority populations?
				Is there another program/service that addresses this concern/issue already?
				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?

Assessment Result

- Opportunities for implementation
- Revisions to content
- One on one use only, not for distribution
- Preamble required
- Resource not recommended for use
- Opportunities for future consideration

Additional Information:

Please send all completed checklists/summary notes to Katie Jackson, QCIS Manager

Manager Comments/Follow-up: