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## TOOLKIT CONTENTS

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## This Toolkit contains information, tools and resources designed to:

- Help LHD decision-makers assess whether their organizations are ready to conduct the Organizational Self-Assessment for Addressing Health Inequities and whether it will be useful to them;
- Enable executive staff to prepare their organizations for the Self-Assessment;
- Guide the implementation team at LHDs through the necessary steps for completing the Self-Assessment;
- Provide analysts and consultants with the tools to analyze the Self-Assessment findings; and
- Offer ways for leadership and staff to engage together with the results of the Self-Assessment in an action-oriented way.

**Section III** examines the capacity an LHD should have in place before beginning the Self-Assessment and provides recommendations on the preparation that will help the organization get the most out of the experience.

**Section IV** provides specific instructions and recommendations for implementing each of the five Toolkit components: the **Staff Survey**, the **Collaborating Partner Survey**, the **Staff Focus Groups**, the **Management Interviews** and the **Internal Document Review and Discussion**. For each component you will find:

- The purpose of the component, what information it will provide, the advantages and the challenges/limitations associated with it.
- The resources and estimated staff time necessary for completing the component;
- A step-by-step implementation checklist; and
- Information and guidelines to help make key logistical decisions about implementation.

This section also provides recommendations on the selection of components based on the individual needs of each LHD. Key tips from the Berkeley PHD pilot are also included.

**Section V** helps staff interpret the findings from the Self-Assessment and use the information to move the organization toward action that will increase capacity to address the root causes of health inequities in your community.

**Appendix I** contains all of the Self-Assessment instruments to be implemented at an agency.

**Appendix II** contains the Matrix of Workforce Competencies and Organizational Characteristics for Addressing Health Inequities, which forms the framework of the Self-Assessment.

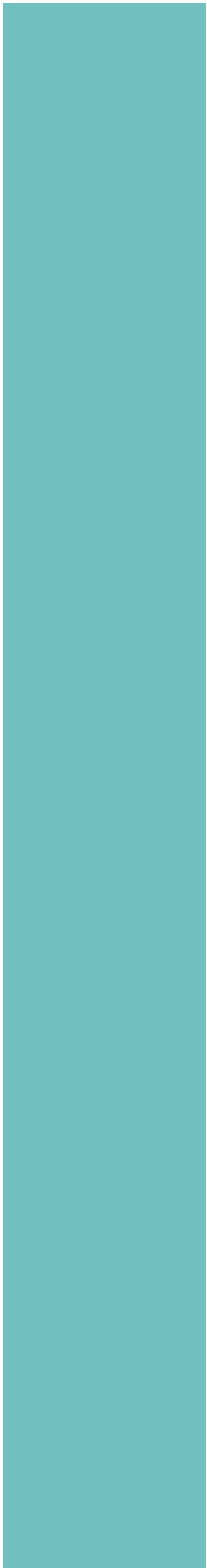
**Appendix III** contains a “Roadmap” linking the Matrix of Workforce Competencies and Organizational Characteristics for Addressing Health Inequities to the Self-Assessment Toolkit instruments.

**Appendix IV** includes sample communications with Self-Assessment participants to serve as models for the LHD.

**Appendix V** includes a time and materials budget for an at-a-glance summary of the resources required for implementation of the Self-Assessment.

**Appendix VI** includes a worksheet to document actionable ideas that come out from reflection and discussions about the findings from the Self-Assessment.

**Appendix VII** offers guidelines for managing and analyzing the data yielded by each instrument in the Toolkit.



**Appendix VIII** provides a sample of tables for summarizing the data collected by the Toolkit instruments. While LHDs will likely want to customize how they present findings to staff and others, these tables provide an initial process to help organize and systematically view the Self-Assessment data.

**Appendix IX** provides details for copying, launching, and managing online surveys on Survey Monkey, as well as for downloading survey data once it is collected.

**Appendix X** includes the key lessons learned from the pilot implementation of the Organizational Self-Assessment for Addressing Health Inequities.

**Appendix XI** contains an annotated bibliography of the sources reviewed and utilized in the development of the Self-Assessment.