



Health and Equity Assessment

Interdepartmental Equity Team



CITY OF CLEVELAND

Mayor Justin M. Bibb

Developed by:

The Division of Health Equity & Social Justice, Department of Health
The Office of Equal Opportunity

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HEALTH AND EQUITY ASSESSMENT

Interdepartmental Equity Team (IET), City of Cleveland

This tool has been adapted from the Network for Public Health Law's Micro-Toolkit: Equity Assessment Framework for Public Health Laws and Policies

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Step ONE

Establish why the program, policy, or process is being reviewed or proposed

Program, Policy, or Process Name:

_____ Existing Proposed

Type	Citation or Reference	Brief Description
Statute		<i>The description could include who is responsible for implementing and how long it has been in effect, or when it was last updated.</i>
Regulation		
Ordinance		
Organizational Policy		
Policy Guidance		
Modify Existing Policy		
Other:		

Issue Statement:

Describe the issue you are trying to address. For example, the process is outdated, is inconsistent with a newer process, or is due for a regularly scheduled review.

Desired Goal:

Individual or Group Completing Form

Who identified the program, policy, or process for review and why?

Be specific. This could be your agency head, general counsel, program director, a working group, or an external partner.

Whose perspectives did you engage in the process of deciding on the policy for review?

Identify other people or organizations who were able to give feedback into the decision to review.

Step TWO

Explain the context of the program, policy, or process

For an existing program, policy, or process, explain why it's in place and what issue it addresses. For a proposed program, policy, or process, explain the interest in creating it.

Describe whether any person or organization supports or opposes and the reasoning behind their position, if known.

Describe or summarize any data informing the program, policy, or process (compliance or training data, outcomes data, or any data that helps to understand why the it or updates to the it are necessary).

Are the data:	Complete	Yes	No
	Reliable	Yes	No
	Unbiased	Yes	No

For information on bias in data, please take a look at the [*Do No Harm Guide: Applying Equity Awareness in Data Visualization*](#) published by the Urban Institute.

Step THREE

Determine the impact on internal and external partners

For purposes of this document, “partners” can be defined however your team or organization feels is appropriate. When thinking about the benefits and burdens, consider how outcomes or operations will be impacted, how resources will be distributed, or how an organizational or community need will be addressed.

Describe how this will affect internal partners:

How will they potentially benefit?

What are the potential burdens?

What do they value about the program, policy, or process?

Will this impact external partners?

Yes

No

If yes, list them here. This may include community organizations, residents or anyone who accesses city services.

Describe how they will be impacted:

How will they potentially benefit?

What are the potential burdens?

What do they value about the program, policy, or process?

If external partners will be impacted, identify ways you can plan to engage them or have already completed engagement. Examples include public meetings or town halls, surveys, focus groups, advisory boards, key informant interviews, etc.

1. _____
2. _____
3. _____
4. _____
5. _____

Step FOUR

Identify Potential Outcomes

Describe the outcomes you expect. How will this program, process or policy affect current practices or norms?

Describe how the program, process, or policy is likely to improve, worsen, or have no impact on health and equity outcomes:

How is it likely to improve?	How is it likely to worsen or ignore?	Will it have no impact?
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Has this been implemented elsewhere? Yes No

If the program, policy, and process was implemented elsewhere, describe any lessons learned:

This could include information about how successful the it was in achieving its perceived goal, whether it was subsequently revised, and any benefits, like return on investment (if data are available).

Step FIVE

Consider other pathways

Are there other options to achieve the same or a similar outcome? Which is the best option? Why? More than one program, process, or policy intervention may be necessary to achieve the goal.

Option	Reasoning
Statute	
Regulation	
Ordinance	
Organizational Policy	
Policy Guidance	
Modify Existing Policy*	
Program or Process	

Consider information gained **from all of the prior steps**, summarize the decision.

Try to start with the final decision and use bullets to outline the reasoning.

Step SIX

Make it Sustainable

How often will the existing or proposed programs, policies, or processes be reviewed?

What performance measures will be included in the RBA model? This answers the question, is anyone better off? This may include data related to How much? (number of people reached) or How well? (percentages in uptake, completion, etc.).

Describe the conditions necessary for long-term success and what is already in place for success? This may be human and financial resources, training, reasonable enforcement mechanisms, community engagement, leadership, political will, etc.

What are the costs of change? Use the table below to think through the resources needed to change the program, policy, or process in question. **This is not a financial analysis.** You may brainstorm ideas and/or reference any relevant information from the field or from other cities.

Money or funding:

Personnel:

Time:

Other resources

Are there potential unintended consequences? What is the cost of doing nothing?

Provide a final summary of findings. Bullets and lists are acceptable.

Attach any supporting documentation to this packet. This may include data, reports, maps, or charts that support your findings. Attachments can be examples from other cities.