

# Equity Decision-Making Tool

Adopted by Live Healthy Lane in December, 2018, the Equity Decision-Making tool is a step-by-step process for thoughtfully considering equity in decisions that impact individuals and communities. Please share this guide with your organization and partners. If you have questions about the tool, please email [stowner@unitedwaylane.org](mailto:stowner@unitedwaylane.org).

## 1. Identifying stakeholders:

- a. Which communities\*, demographic categories\* and protected classes\* may be most affected by and concerned with the issues related to this proposal?

## 2. Engaging stakeholders:

- a. How have all stakeholders—especially those identified in question 1a—been informed, meaningfully involved and authentically represented in the development of this proposal?
- b. Who's missing and how can they be effectively engaged?

## 3. Identifying and documenting inequities:

- a. How does the current quantitative and qualitative evidence reveal disparities\* in experiences and outcomes\* related to this proposal?
- b. How are the people in communities\*, demographic categories\* and protected classes\* advantaged and disadvantaged differently by the issues this proposal seeks to address?
- c. What evidence is missing or needed and how do you obtain it?

## 4. Examining the Causes:

- a. What factors may be producing and perpetuating inequities associated with this issue?
- b. How did the inequities arise? Are they expanding or narrowing?
- c. How does the system and/or actors within it perpetuate the inequities?
- d. Does the proposal address root causes? If not, how could it?

## 5. Clarifying the purpose:

- a. What does the proposal seek to accomplish?
- b. How will it reduce disparities or discrimination?
- c. How will it advance equity and inclusion?

## 6. Considering adverse impacts: (negatives)

- a. What adverse impacts or unintended consequences could result from this policy?
- b. Are there ways to reduce the opportunity for unintended consequences that arise from individual unconscious bias?
- c. Which communities\*, demographic categories\* and protected classes\* could be negatively affected?
- d. How could adverse impacts be prevented or minimized?

## 7. Advancing Equitable impacts: (positives)

- a. What positive impacts on equality and inclusion, if any, could result from this proposal?
- b. Which communities\*, demographic categories\* and protected classes\* could benefit?
- c. Are there further ways to maximize equitable opportunities and impacts?

## 8. Examining alternatives or improvements: (possible or different: change)

- a. Are there better ways to reduce disparities\* and advance equity?
- b. What provisions could be changed or added to ensure positive impacts on equity and inclusion?

## 9. Ensuring viability and sustainability:

- a. Is the proposal realistic, adequately funded, with mechanisms to ensure successful implementation and enforcement?
- b. How will the impact of this proposal be evidenced in current data collection and public reporting?
- c. Are there provisions to ensure ongoing data collection, public reporting, stakeholder participation and public accountability?

## 10. Identifying success indicators:

- a. What are the success indicators and progress benchmarks?
- b. How will impacts be documented and evaluated?
- c. How will the level, diversity and quality of ongoing stakeholder engagement be assessed?

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## Equity Decision Tool (Pocket Version)

*In every decision we make, it is important for us to consider equity and the impact on all students and families, especially those in underserved demographic groups and protected classes. Some key questions to ask about any proposed change:*

**STAKEHOLDERS:** Who are the different groups of people \_\_\_\_\_ would affect? How have they been meaningfully engaged? Who has been missed?

**PURPOSE:** What are we trying to achieve with \_\_\_\_\_? How would it reduce disparities and advance equity and inclusion? Are there better ways to do this?

**INEQUITIES:** Would \_\_\_\_\_ affect different groups differently? If so, in what ways? If we don't know, how could we find out?

**NEGATIVE EFFECTS:** How could \_\_\_\_\_ be bad for different groups? What could we do to prevent or reduce negative effects and unintended consequences?

**POSITIVE EFFECTS:** How would \_\_\_\_\_ be good for different groups? What could we change or add to increase positive effects on equity and inclusion?

**ROOT CAUSES:** Why would \_\_\_\_\_ affect some groups unequally? What could \_\_\_\_\_ do to address these root causes?

**SUSTAINABILITY:** Is \_\_\_\_\_ realistic and adequately funded? Does it have what it needs to be successful?

**EVALUATION:** How do we measure \_\_\_\_\_'s success? How can we share that information with people.