

Diversity, Equity, and Inclusion (DEI) Checklist

STEP 1. Get into a “diversity, equity, and inclusion” frame of mind

Review these concepts that should be considered while discussing your team’s work.

Equity	attainment of the highest level of opportunity/engagement/health for all ¹
Disparities/inequities	differences in opportunity/engagement/health based on characteristics of individual or group diversity
Diversity	the varied identities and experiences within our teams and the families and communities we serve
Inclusion	inviting all people to take part in building our processes and structures, a necessary step to achieving best outcomes
Bias (implicit or explicit)	preferences in individuals and systems or processes that can drive differences in opportunity/engagement/health
Racism	system of structuring opportunity and assigning value based on the social interpretation of how one looks (which is what we call ‘race’) ²
Anti-racism	practice of identifying, challenging, and changing the values, structures and behaviors that perpetuate systemic racism ³
Cultural humility and competency	attitudes, knowledge, and skills needed to work effectively with those who are different from us, includes cultural awareness/sensitivity/responsiveness
Social determinants of health	conditions in which people are born, grow, live, work and age; shaped by distribution of money, power and resources ⁴

1. adapted from Healthy People 2020, <https://www.healthypeople.gov/2020/about/foundation-health-measures/Disparities>; 2. American Academy of Pediatrics, The Impact of Racism on Child and Adolescent Health 3. Ontario Anti-racism Secretariat; 4. World Health Organization, https://www.who.int/social_determinants/sdh_definition/en/

STEP 2. Think about diversity broadly

There are many characteristics of diversity known to contribute to disparities in opportunity, engagement, and health in our communities and our workplaces. These include:

Age, education, job role, income, neighborhood/ZIP code, disability, gender identity, sexual orientation, race/ethnicity, language preference, literacy, religion, immigrant status, acculturation, and many others.

STEP 3. Ask at every turn

When discussing focus areas, information gathering, and tactics, explore how concepts and characteristics listed in STEPS 1 & 2 relate to the questions your team is addressing.

STEP 4. Keep track of your thoughts

Please use the worksheet on the next page to record how the concepts above do or don’t apply to each step of your process.

Team: _____

Worksheet for including DEI in your team's work

Please record your group's thoughts about how the terms and characteristics listed in the checklist might apply to each step in your decision-making processes:

1. Focus areas – How do you decide what to focus on and how is it affected by DEI concepts?

Please explain:

2. Information gathering – How have you considered diversity and inclusion when gathering information? Is anyone's voice missing? What else can you do to include all perspectives?

Please explain:

3. Actions – How do your team's actions (including strategy, tactics, and group processes) take DEI concepts into account?

Please explain:

Universal questions to consider for each process/tactic you discuss:

1. Could specific groups of patients, families, employees, or others be affected differently by _____ (process/tactic) _____ ?
2. If so, who might be affected differently and how?
3. What questions will help you find and understand these differences?
4. How do you act on your understanding?

Questions? Not sure how to best use this tool? Please contact JC Cowden (jdcowden@cmh.edu) with the Health Equity Integration Project (HEIP) at Children's Mercy Kansas City.

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