
EQUITY ASSESSMENT CHECKLIST

This equity self-assessment aims to help agencies determine how effectively they are supporting communities of greatest social need. It also aims to aid in identifying areas of growth. To get started, mark the boxes next to the actions your agency or team is taking to be more inclusive to this range of service recipients. Please note that this is not an all-encompassing list of items necessary to serve GSN clients in your communities.

Communities of Greatest Social Need (GSN) include:

Black; Latino; Indigenous and Native American; Asian American and Pacific Islander; other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; and persons who live in rural areas.

*GSN language adopted [State Unit On Aging Directors Letter #01-2021](#)

REPRESENTATION *DOES YOUR ORGANIZATION HAVE DIVERSE REPRESENTATION?*

- Our agency's pamphlets & materials include pictures of diverse individuals including LGBTQ+ older adults, older adults of color, & older adults with a range of abilities.
- Our agency displays various GSN symbols, logos, posters, celebratory flags/banners, etc. of the diverse communities served to show solidarity & support with GSN communities.
- Our agency strives to hire, support, & maintain a diverse staff representing the makeup of the community served.

POLICIES & PRACTICES *HAS YOUR ORGANIZATION ADOPTED INCLUSIVE POLICIES & PRACTICES?*

- Even if our agency currently does not have clients representing all GSN communities, service providers will still work from the assumption that we have such clients.
- Our agency has a non-discrimination policy that includes providing services regardless of immigration status, sexual orientation, and gender identity as protected identities.
- Our agency has a gender-neutral restroom or informs staff and clients that anyone can use the bathroom of their choice based on their gender identity.
- Our staff knows and uses the preferred name and pronouns for clients, other staff members, and stakeholders.

DATA COLLECTION *DOES YOUR ORGANIZATION COLLECT & USE DATA TO INFORM SERVICE PROVISION?*

- When collecting general demographic information, our agency asks clients about their sexual orientation and gender identity in a respectful and confidential way and includes a space for clients to write in their gender identity and preferred pronouns.
- When collecting information, our agency never forces clients to answer questions about their sexual orientation, gender identity, immigration status, or social security number.
- Our service providers discuss confidentiality with clients and are honest with who does and does not have access to their information.

- Our agency utilizes program evaluations for clients and staff who participate in our GSN-specific or modified programs.
- Our agency distributes workforce surveys to agency staff to understand how prepared they are to serve our GSN communities.
- The data we collect from evaluations is also utilized to create a plan to further our efforts to be more inclusive to the GSN communities.

INCLUSION & OUTREACH *DOES YOUR ORGANIZATION INCLUDE DIVERSE COMMUNITIES IN PLANNING AND OUTREACH ACTIVITIES?*

- Our agency has members from various GSN communities on our advisory committee or other planning committees/boards.
- Our agency has partnerships with local organizations and advocacy groups representing the various GSN populations in our community.
- Our agency conducts culturally informed and linguistically accessible outreach to GSN communities.
- Our agency prominently displays our partnerships with GSN-serving organizations and community events in our pamphlets, website, and other agency materials.

LANGUAGE ACCESS *DOES YOUR ORGANIZATION PROVIDE LANGUAGE ACCESS FOR THE DIVERSE COMMUNITIES YOU SERVE?*

- Our organization provides all our services and materials in the various preferred languages that our community members speak.
- Our organization reviews our materials regularly to ensure that any written information is at an appropriate reading level for our clients.
- Our service providers do not automatically assume that our clients are able to read and write and offer to assist clients with completing documents.
- Our forms have been updated to include options such as “partner” or “significant other” when asked about relationship status and expanded family relationships to include extended families and families of choice.

CULTURAL COMPETENCY *DOES YOUR ORGANIZATION PROVIDE ONGOING CULTURAL AWARENESS/HUMILITY AND COMPETENCY TRAINING REGARDING DIVERSE COMMUNITIES?*

- Our organization requires ongoing participation in cultural competency training for staff on how to address the needs of GSN older adults and how to be inclusive to the diverse populations within our community.
- Our agency maintains relationships with GSN community-based organizations to support ongoing cultural competency training.

For technical assistance regarding the Equity Checklist please contact healthyaging@nyam.org



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