

Racial Impact Assessment (RIA) Tool

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Part I: Project Details

Instructions: Complete this section below to describe the proposed action or decision point.

- 1) Briefly describe the proposed action or project, including the problem being addressed by the proposed action.

- 2) Description of target population(s) for the proposed action or project.
 - a. Demographic information such as race, ethnicity, sexual orientation, gender identity, age, etc.
 - b. How was this target population selected?
 - c. What will be the likely impact, if any, on other population groups?
 - d. What, if any, data was used to support the selection of this target population?

- 3) What are the intended outcomes of the proposed action or project?

Part II: Key Considerations within Organizational Domains

Instructions: For each domain, provide a response to the key considerations question to determine the range of factors impacted by the proposed action.

Domain	Key Considerations	Response
Measurement and Evaluation		
How are you measuring your effectiveness with underserved communities?	Will race and ethnicity data be collected?	
	What are your race/ethnicity data categories?	
	What other population demographics are measured (LGBTQ, gender, sex, etc.)?	
	Does data collected reflect county/regional demographics?	
	How are you using data to inform design, planning and implementation of services?	
	Do you have staff trained to analyze the data?	
	What will you do to address disparities found in the data?	
Linguistic Access and Diversity		
How does your organization deal with issues of linguistic diversity?	Will you be developing in-language materials for the target population? What will be your process for creating these materials?	
	Will you provide translated materials? In which languages?	
	Will you provide interpreter services for community events? In which languages?	
	Do the languages selected above reflect the linguistic diversity of the community or target population?	
	Does your process for translating materials include pilot testing in the community?	
	How will you make these materials available?	
Staff Diversity		
How diverse is your personnel at all levels? What strategies do you have for enhancing diversity?	Does the diversity of your staff reflect the diversity of target communities?	
	What kind of support and training will the organization provide regarding the cultures of the target population for the proposed action?	
	Do you plan to hire or consult with cultural brokers from the target population for the proposed action?	
Domain	Key Considerations	Response
Community Engagement		

Domain	Key Considerations	Response
What is the nature of your organization’s relationship to the community relative to the proposed action?	What is the involvement of communities and consumers in the design and implementation and evaluation of your project?	
	What formal relationships (contracts/MOUs) with community-based organizations?	
	What is the role of consumers and family members in project?	
	What community events does your organization participate in to promote the project?	
	What CBOs do you need to partner with to make the project successful?	
	Do you have relationships with local ethnic media providers? If so, what is the nature of these relationships?	
Community Needs and Assets		
Does the proposed project reflect the specific needs of the diverse communities served?	How is the project tailored to meet the cultural needs of communities?	
	How are the needs of the target population assessed?	
	Does the project rely upon and strengthen natural community supports and assets?	
	How do you incorporate cultural concerns and treatment needs of specific groups? (i.e. use of traditional healing practices)? Use of culturally appropriate diagnostic assessment, treatment planning tools?	
	If you are providing services, how are you ensuring accessibility? Flexible hours? Transportation? Child care? Welcoming environment? Convenient location?	
Messaging and Social Marketing		
Is the messaging and/or social marketing strategy for the project culturally relevant?	Does your project entail the development of a social marketing strategy for the target population?	
	If applicable, does the design of your company and/or project website reflect the target populations’ values, beliefs, etc.?	
Domain	Key Considerations	Response
Organizational Infrastructure		
	Is the project consistent with the organization’s vision and mission?	

Domain	Key Considerations	Response
What infrastructure exists to support cultural competence within the organization?	Will the proposed action/decision require a change in departmental policies and procedures?	
	Is there a person charged with assuring cultural competence within the organization? If so, has this person been involved in the development of the proposed project?	
	Is there an advisory committee charged with enhancing cultural competence of the project?	
	Is there collaboration with cultural leaders, cultural brokers, cultural organizations, and faith-based organizations?	
	Is there financial support (i.e., budgetary allotment) for the proposed action/project?	

Part III: Determining the Impact for Racial and Ethnic Populations

Instructions: Complete the section below to assess the scope and magnitude of the impact (either positive or negative) for target population(s) and/or unintended consequences for racial and ethnic populations. Consider the factors identified in Part II in providing your response. If multiple populations will be uniquely impacted by the proposed action, please address the impact for each population group.

1) What adverse impacts or unintended consequences could arise from the proposed action?
2) Is there a disparate racial impact for a particular population? How do you know there will be a disparate racial impact? If there is an impact, which populations will be impacted?
3) Can these racial impacts contribute to systemic disparities and disproportionality?
4) What specific racial impacts can be identified (e.g., sentencing disparities, removal of children, access to services)?
5) Can the (negative) impact be mitigated by change in action (i.e., modify policy, change program/strategy, revise recommendations, etc.)?
6) What are there consequences (i.e., fiscal, regulatory, etc.) of NOT proceeding with proposed action, as indicated?
7) Can the (positive) impact be enhanced? Can the positive impact be expanded to other population groups? If so, which population groups may benefit?

Part IV: Certification of Racial Impact Statement

Instructions: Based on your findings in Parts II-III, Please choose the statement(s) that pertains to this proposed project. This section certifies the findings of the assessment.

The proposed policy, service, strategy or recommendation could have a disparate, disproportionate or unique **positive** impact on culturally, linguistically, racially and ethnically diverse populations.

Please specify which population(s) is positively impacted:

The proposed policy, service, strategy or recommendation could have a disparate, disproportionate or unique **negative** impact on culturally, linguistically, racially and ethnically diverse populations.

Please specify which population(s) is negatively impacted:

The proposed policy, service, strategy or recommendation is **not expected to have** a disparate, disproportionate or unique impact on culturally, linguistically, racially and ethnically diverse populations.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge.

NAME

DATE

TITLE

SIGNATURE

Part V: Recommendation

Instructions: Based on your findings, please make a recommendation about the appropriate course of action and next steps for the proposed action. Describe your rationale for making the recommendation.

Recommend NO change as a result of the findings of this RIA

- Describe your rationale for this recommendation.

Recommend MINOR changes as a result of the findings of this RIA

- Describe your rationale for this recommendation.
- Detail recommendations for changes and/or next steps for the proposed action.

Recommend SIGNIFICANT changes as a result of the findings of this RIA

- Describe your rationale for this recommendation.
- Detail recommendations for changes and/or next steps for the proposed action.

A. CA RIA Pilot Evaluation Tool

Instructions: Please complete the Racial Impact Assessment (RIA) tool assessment below. The purpose of the assessment is to provide input on the tool and to determine the effectiveness of the tool as a mechanism to eliminate disparities and disproportionality for racial and ethnic populations. Both the RIS tool and this assessment should be completed for EACH proposed action during the RIS pilot.

Name of Staff Completing RIA: _____

Title of Staff Completing RIA: _____

Organization: _____

Briefly describe proposed action: _____

	Strongly Disagree				Strongly Agree
	1	2	3	4	5
1. The RIS tool helped me to identify factors that may contribute to disparities and disproportionality for racial and ethnic populations (Part II).					
2. The RIS tool contributed to my ability to identify potential adverse impacts and unintended consequences for racial and ethnic populations (Part III).					
3. The RIS tool helped me to think about the impact of the proposed action across systems (Part III).					
4. As a result of using the RIS tool, I was better able to make recommendations to improve the proposed action.					
5. I clearly understood how to use the RIS tool.					
6. The RIS tool was easy to use and did not take too much time.					
7. I am willing to continue to use the RIS tool to assess the racial impact of policies, procedures, programs, services, etc.					
8. If implemented, the RIS tool will likely positively impact the state's ability to overcome implicit bias and systemic discrimination in the decision-making process.					

9. What components of the tool were most useful to you? What made it useful?

10. What components of the tool were least useful to you? Why? What revisions would you recommend to improve this component?

11. Did the use of the tool impact decision making around the proposed actions? In what ways?

12. Do you have any additional comments or suggestions?

For Management Use:

The _____ (department) considered the findings of the Racial Impact Assessment tool completed by staff for the proposed action. The findings resulted in the following actions:

- Significant changes were made for the proposed action
- Minor changes were made for the proposed action
- No changes were made for the proposed action

NAME

DATE

TITLE

SIGNATURE