

IDOH Health Equity Council Charter

Effective Date: 1/2023

Project title: Health Equity Charter	Organization or site: Indiana Department of Health
Executive sponsor(s): Shane Hatchett & Dr. Lindsay Weaver	Team lead(s): HEC Leadership
Team members: IDOH Health Equity Council Members	
Benefits to IDOH and Indiana: Charter will improve and formalize IDOH's commitment to Health Equity.	
Problem statement (Describe the quality gap or improvement challenge): Health Equity is a public health imperative and one of IDOH's Core Values. The 2022 IDOH Health Equity Charter was the first formal mandate for the Health Equity Council to accomplish deliverables related to improving Health Equity efforts within the agency. Additional work is needed in 2023 to build upon the foundation started through the work of the 2022 Charter.	
Aim statement (What are you trying to accomplish? By when? By how much?): Our goal in 2023 is to increase IDOH's internal capacity to center Health Equity in all program areas. This charter formalizes the mandate of the Health Equity Council by Executive Leadership to enact the State Health Commissioner's Health Equity priorities for 2023. The deliverables listed below are focused on building internal capacity before expanding outward to external partners in subsequent years. The HEC's 2023 activities will be reflected in a workplan that includes measures that will be tracked throughout the year. The following outputs will be completed by the end of 2023: <ul style="list-style-type: none">• Outreach and recruitment strategy to engage underrepresented program areas• One Annual Health Equity Council Presentation to agency (informational, not training)• Quarterly HEC report-outs during IDOH Town Halls• Action report co-created with Executive Staff in response to 2022 Affirmative Action Report• Expansion of the Health Equity Resource Hub on <i>The Nerve Center</i>• 45-minute Health Equity module provided to all new staff during IDOH orientation• Health equity training provided to Health Issues and Challenges grant recipients• CDC Health Disparities Grant funds used to support program area -specific health equity trainings; pre- and post- survey developed and administered to participating program area staff• All Agency Health Equity Survey created and distributed• Health equity data collection guidance document created and disseminated to Division Directors• Health equity content in every 2023 issue of <i>The Pulse</i>• Health equity social media engagement plan created and implemented in partnership with OPA• RFA template created, adding Health Equity grant requirements• Review and update of the IDOH Health Equity Policy	
Guidance: The HEC will continue to use available health equity toolkits/frameworks to guide its work. External experts may be used to assist as appropriate. The 2023 HEC Leadership Team: Agency Sponsor – Antoniette Holt HEC Co-Chairs – Marika Baptist and Naima Gardner-Rice Data Committee Co-Chairs – Anna Andrews and Peter Krombach Policy Committee Chairs – Dr. Kimberly Bentley Walton Communications Committee Co-Chairs – Larry Stribling, Jr. and Lillian Treon Gant Resources & Training Committee Chair – Dr. Jennifer Brown	

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Measures (How will we know that a change is an improvement?)		
Full creation of measures to be determined upon development of workplan.		
Who: Primary/(Secondary)	Description:	Goal (Output/What success looks like)
HEC Leadership	Creation of tracking sheet on membership including sub-committee assignments and program areas represented; create mechanisms for onboarding that include intentional outreach and recruitment from underrepresented program areas	EOQ1 – master tracking sheet created; reviewed monthly by HEC Co-Chairs EOQ3 – outreach and recruitment strategy created and implemented
HEC Leadership (E-Staff)	Annual All-Agency Health Equity Presentation during Town Hall by HEC Co-Chairs and E-staff to start yearly HE work Quarterly Town Hall presentations highlighting HEC sub-committee efforts.	Q1 - Annual HEC Presentation Q2-Q4 - Quarterly HEC presentations during IDOH townhalls
HEC Leadership (Division Directors or program area staff)	Funds from CDC Health Disparities grant available for Divisions/program areas to use for HE training	EOQ1 – program area leads submit RFC packets to OMH for funds awarded during 2022 application period EOQ1- Re-open application process Q2-EOQ4 - Funds are distributed to program areas on a rolling basis upon approval of application
HEC Leadership (E-Staff/HEC Data Committee)	HEC leadership and HEC data committee members will work with E-Staff to co-create an action plan in response to the 2022 Affirmative Action (AA) report	Q1 – HEC leadership and HEC data committee reviews 2022 AA Plan and supplemental materials EOQ1 – HEC team develops and submits a list of relevant findings to E-Staff Q2 – HEC meets with E-Staff to discuss findings and co-create a response, including an actionable plan EOQ4 (or Q1 of 2024) – E-Staff presents response to AA findings and action plan at an IDOH Town Hall
HEC Leadership	Increase Health Equity Council project effectiveness by implementing processes and procedures to support the implementation of the 2023 HEC Charter	EOQ2 – Creation of HEC workplan. Ongoing - Bi-weekly Committee Chair Meeting

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<p>HEC Leadership</p>	<p>Oversee contract with vendor (Human Impact Partners) to conduct a one-day health equity training for the full council and Executive Staff representatives and provide ongoing capacity-building support</p>	<p>EOQ2 – contract with Human Impact Partners is executed</p> <p>Q3 – Q4 – HEC goes through training and participates in ongoing capacity-building activities</p> <p>*Note – this activity will extend into 2024</p>
<p>HEC Resources & Training Committee (OPA)</p>	<p>Expansion of the Health Equity Resource Hub on The Nerve Center – establish navigational framework for hub and ensure the following content is available: grant reviewer request portal, “About HEC” page, content reviewed or discussed in HEC meetings, at least 12 websites providing general HE resources; at least 6 free online HE trainings</p>	<p>EOQ2 – IDOH HE Resource Hub navigational framework co-created with OPA</p> <p>EOQ4 – all additional content is available on the Resource Hub</p>
<p>HEC Resources & Training Committee (Workforce Development Coordinator)</p>	<p>All new staff are trained in Health Equity at orientation by HEC member</p>	<p>EOQ1 – sign up sheet for the full year of new staff orientation is full</p> <p>EOQ4 – 45-min HE training delivered to all new staff at bi-weekly IDOH Orientation by an HEC member</p>
<p>HEC Resources & Training Committee (HIPP Division)</p>	<p>Work with the Health Innovation Partnerships & Programs team to develop and present training material on health equity to recipients of the Health Issues and Challenges Grant</p>	<p>EOQ1 – training content is designed by HEC R&T Committee and approved by HIPP Division and IDOH E-Staff</p> <p>EOQ2 – training is delivered to HIC grantees</p> <p>Q2-Q4 – ongoing collaboration between HIPP and HEC</p>
<p>HEC Data Committee</p>	<p>Develop agency-wide survey to assess health equity activities and needs across program areas.</p>	<p>EOQ2 – data committee will review existing data sources to analyze for gaps, including 2023 Pulse Survey data</p> <p>EOQ3 – survey is developed, and final draft is approved by E-Staff (if needed)</p> <p>EOQ4 – survey is disseminated, and results are collected</p> <p>EOQ1(24) – results are compiled into a report and presented to E-Staff; results</p>

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		also presented to agency during a Q4 IDOH Town Hall
HEC Data Committee	The HEC data committee will develop a basic pre- and post- survey to be administered to program area staff who go through HE trainings funded by the HEC through the CDC Health Disparities grant to assess efficacy of the trainings	EOQ2 – pre- and post- surveys are developed by Data Committee and approved by E-Staff EOQ4 – all participants in HE training funded by HEC take the pre- and post-surveys; results are captured in a year-end report
HEC Data Committee	The HEC data committee will finalize guidance document for program area data collection	Q1 – HEC data committee reviews draft document and creates timeline/workplan for finalization EOQ4 – guidance document is finalized by data committee, approved by E-Staff/ODA/ERC, disseminated to Division Directors, and added to The Nerve Center
HEC Communications Committee (OPA)	The HEC communications committee will submit materials to OPA on an agreed upon schedule to ensure that the HEC/health equity has a presence in every monthly IDOH newsletter (<i>The Pulse</i>)	EOQ2 – HEC Communications Co-Chairs meet with OPA staff to determine a schedule for submission of materials EOQ4 – the HEC or health equity topics are present in every 2023 edition of <i>The Pulse</i>
HEC Communications Committee (OPA)	Formalize OPA/HEC collaboration to improve public-facing messaging that is culturally appropriate, demonstrates cultural humility, and promotes health equity; co-creation of a health equity social media engagement plan	Q1 – HEC Communications Committee meets with OPA to determine two-way communication strategies EOQ2 – HEC Communications Committee and OPA will work together to develop a timeline and workplan to develop a health equity social media engagement plan EOQ4 – social media engagement plan is created and approved by E-Staff; ongoing two-way communication strategies between the HEC Communications Committee and OPA

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Shane/E-staff (HEC Policy Committee/HEC Leadership)	Adding HE grant requirements to all IDOH RFAs/grants.	TBD – will align with agency-wide grants management overhaul
HEC Policy Committee (E-staff)	Review and update of IDOH HE Policy	EOQ2 – draft of updated HE Policy submitted to E-Staff for Review EOQ3 – final draft of updated HE Policy approved by E-Staff EOQ4 – Updated IDOH HE Policy in place in advance of new year.
E-staff (HEC Leadership)	Monthly communications between HEC and E-staff	Monthly HEC Meeting with Shane/Dr. Weaver
Link to organizational strategy: Supports IDOH Health Equity Policy		
Project term (start and finish dates): Jan 2023-Dec 2023		
Project Budget: \$120,000-\$250,000		

Adapted from Health Quality Ontario, ISBN 978-1-4606-0989-7 (PDF).