

Cultural Responsiveness Discussion Guide

This tool can be used to guide a discussion and development of a plan for how your board can improve its cultural responsiveness. If your board already exists, you may begin with stage 2. However, if you choose to do that, we encourage you to have a brief discussion around the stage 1 questions, as answering them will help all your board members begin from the same place.

Definition of Cultural Responsiveness

An inclusive approach to inquiry and action whose goal is to foster effective programs, policies, and practices that are respectful of the cultural conditions within communities.

Stage 1: Initiation or development of a policy board

Questions to guide a discussion:

1. What are the cultural groups in our community? (geographic, age, socioeconomic, race, ethnicity, religion, group affiliations, education, etc...)
2. How are the cultural groups we identified involved in our issues?
3. How do we make sure our Board's communication methods are responsive to the cultural groups in our community? (language, reading level, dissemination methods, etc...)
4. During the planning process, how do we make sure diverse community viewpoints are heard and valued?
5. How is the way we make decisions inclusive of cultural groups represented in our community?
6. How does the structure of the Board and any rules or group norms reflect and respect the diversity of the community?
7. *Existing Boards:* What have been our past efforts to include other cultural groups or perspectives?

Based on our discussion, what is our plan for including cultural responsiveness in our vision, mission, policies, goals, values, communication methods, decision-making and other Board practices?

Stage 2: Needs Assessment

Questions to guide a discussion:

1. What are some possible reasons culture may affect how information is available, collected, or reported?
2. What are some possible reasons culture may affect how we use or interpret information and/or data?
3. What are potential reasons for differences reflected in the data, including health and behavior considerations?
4. What research or data are available that link the identified issues to cultural influences? (disparities, access and availability).
5. How do the data suggest some cultural groups are impacted more or less than others?
6. How are we going to obtain culturally specific data that may be missing?
7. How are we going to gather data in culturally responsive, non-traditional ways?
8. What does the information/data suggest about the availability of and access to resources for all cultural groups in our community?
9. How does culture influence the way resources are made available in our community?

Based on our discussion, what is our plan to address any issues we identified in our community?

Step 3: Capacity

Questions to guide a discussion:

1. What capacity/strengths does the community have in order to address cultural aspects of our prioritized needs?
2. What skills/resources are needed to be culturally responsive to the prioritized needs?
3. What collaborations are needed to increase our cultural responsiveness?
4. What resources/skills are needed to create and support policies, and practices that are responsive to community needs?

Based on our discussion, what is our plan for increasing cultural responsiveness related to collaborations, policies and practices?

Step 4: Strategic Planning

Questions to guide a discussion:

1. What actions are needed to ensure that diverse perspectives are represented, heard and valued in our planning process?
2. How do the goals reflect our response to cultural issues?
3. What cultural aspects need to be considered when selecting evidence-based practices and policies?

Based on our discussion, what adaptations are necessary to make the evidence-based practices or policies we have chosen culturally responsive for our target population(s)?

Step 5: Implementation

Questions to guide a discussion:

1. How are we being culturally responsive in implementation our strategic plan?
2. How are we developing culturally responsive policies and practices?
3. What adaptations are needed to respond to the cultural groups that will be served?
4. What board development is necessary to implement culturally responsive evidence-based strategies?
5. How are diverse populations involved in the adaptation and implementation of evidenced-based policies and practices?

Based on our discussion, what technical assistance, training and resources will we need to implement culturally responsive, evidenced-based policies, and practices?

Step 6: Evaluating and Monitoring

Questions to guide a discussion:

1. How are the evaluation tools appropriate for the target population(s)?
2. How do we include the target population(s) in assisting with the interpretation of results and informing the future of the policy?
3. How do we document our process/progress in implementing culturally responsive policies and practices?
4. How can we use evaluation and monitoring information to improve the cultural responsiveness of our policies and practices?

Based on our discussion, what will be our community's milestone(s) related to cultural relevance in the implementation of our policies?