

## CLAS Action Plan Worksheet

**Document Purpose:** Use this worksheet to develop your own plan for adopting and implementing the National Standards for Culturally and Linguistically Appropriate Services (CLAS). Walk through this document to identify the team, the focus area and create your action plan.

**The Team** | Identify the team members.

<b>CLAS Champion:</b> _____ <b>Role/Title:</b> _____ <b>Department/Division:</b> _____ <b>Organization:</b> _____	<b>CLAS Improvement Team Members:</b> _____ _____ _____ _____
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**The Focus** | Identify the area of focus.

<p><b>Step 1:</b> Think of the area most meaningful or relevant to your organization's/program's goals and challenges.</p> <p><b>Step 2:</b> Select one or more <a href="#">National CLAS Standard(s)</a> this relates to.</p>	<p><b>Identify a current challenge or goal of your program or organization:</b></p> <p>_____ _____ _____ _____</p> <p><b>Which CLAS Standard(s) relate(s) to your challenge or goal?</b></p> <p>_____ _____</p>
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## The Plan | What needs done to address or achieve this challenge or goal through CLAS?

For ideas about action steps, use the [strategies for implementation](#) from the HHS Office of Minority Health's [Blueprint](#). The resources needed to conduct an action step may include people, time, money, equipment, facilities, and supplies. Indicators of progress may include a clearly defined measure or tangible products such as workshops, publications, announcements, or new policies or procedures. Please remember to select actions that are realistic, attainable, and appropriate to your program/staff capacity.

<u>Action Steps to be Taken</u>	<u>Resources Needed</u>	<u>Person Responsible</u>	<u>Indicators of Progress</u>	<u>Deadlines</u>
<u>1</u>				
<u>2</u>				
<u>3</u>				
<u>4</u>				
<u>5</u>				

## Reflection Questions |

What action steps have we already taken?

Who are the stakeholders (including patients and community organizations) who should be involved in the remaining action steps?

How will the stakeholders be engaged in the process?

What, if any, policy changes or new policies may be necessary to meet our Goal?

What challenges, obstacles, and possible resistance may be encountered while implementing the Action Plan?

What strategies will be used to overcome the obstacles or barriers identified above?

What are the expected short-term, medium-term, and long-term outcomes? [Examples: Short-term: Changes in knowledge, skills, and attitudes. Medium-term: Changes in behaviors, practices, or policies. Long-term: Changes in the practice environment, such as improved health care access, improved health care quality, reduced health disparities, reduced health care costs.]

## References

The CLAS Planning Worksheet is adapted from the following sources:

- (1) "Making CLAS Happen." Massachusetts Department of Public Health (2013). Available at: <http://www.mass.gov/eohhs/gov/departments/dph/programs/admin/health-equity/clas/making-clas-happen.html>
- (2) "Implementation Resources." Maryland Department of Health. Available at: <https://health.maryland.gov/mhhd/Pages/CLAS-Standards-Toolkits.aspx>



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