

»Appendix B: Data Collection Methods and Analysis

1. Staff Survey:

Method: The staff survey was adapted from the Bay Area Regional Health Inequities Initiative (BARHII) [Local Health Department Organizational Self-assessment Toolkit](#) and the 2019 Marion County PHD HEA Report, and was co-developed with MCHHS EDI staff. There were 98 questions on the survey, and an additional 14 questions for public health staff (so their survey included all the questions they responded to in 2019). The survey was translated into Spanish by MCHHS staff and reviewed by Rede. Rede pilot tested the survey in English and Spanish with 6 MCHHS staff. The pilot test resulted in no issues found in the survey instrument; thus no changes were made to the survey. We disseminated the survey to all MCHHS staff, minus the pilot testers, (591 people) staff via SurveyMonkey between May 26- June 22 with unique links sent to each employee, and regular reminders provided to increase the response rate. 378 participants submitted completed surveys, a 73% response rate. Six people indicated (in a preliminary survey question) they wanted to complete the survey in Spanish; one person completed the survey in Spanish and one person started the survey in Spanish and went back to complete it in English. The other four people who indicated they wanted a Spanish survey did not complete the survey. To encourage participation among staff, incentives were given out. All staff who participated in the survey were entered into a drawing to receive one of three Marion County swag bundles (lanyard, mug, and stainless steel water bottle). Additionally, the first three programs within each division to reach 90% response rate received a lanyard and the first program within each division to reach a 95% response rate received a mug.

Analysis: Descriptive statistics were used to summarize data and find patterns. Data analysis was conducted in Excel using pivot tables and formulas. Open-ended questions were reviewed for common themes.

2. Staff Focus Group

Method: The staff focus group guide was adapted from BARHII and co-developed with MCHHS EDI staff. The staff focus group guide consisted of nine questions. Rede Group facilitated seven focus groups with MCHHS staff between 6/29/21 - 7/16/21. Staff who completed a focus group screener selected which focus group(s) they would be most comfortable attending and then were offered their preferred focus group. If their preferred focus group was full or they weren't able to attend, they were contacted directly to find a focus group and time that worked for them. Sixty-nine staff members completed the focus group screener and were sent focus group invitations; those who declined

invitations were communicated with directly to find a time and available focus group to attend. A total of 47 staff members attended focus groups and there were 22 no-shows. All focus groups lasted one and a half hours. Focus group participants were asked a series of questions, by professional interviewers, to define areas of strength and opportunities for improvement related to addressing inequities, to identify where to focus on building capacity within MCHHS, and to provide benchmarks for future assessments. To encourage participation among staff, all focus group participants received a Marion County stainless steel bottle.

Analysis: The staff focus groups were recorded and transcribed, and Rede performed a qualitative content analysis of the transcripts using Dedoose qualitative analysis software. Each transcript was coded by an analyst based on emerging themes and reviewed by a second analyst for a coder reliability check. Then, key themes and important narratives were analyzed across all transcripts.

3. Management Interviews

Method: The management interview guide was adapted from BARHII and co-developed with MCHHS EDI staff. The interview guide consisted of 24 questions. Rede Group interviewed supervisors, managers, directors, and administrators from all divisions of MCHHS between 6/3/21 - 7/8/21. The number of interviewees from each division was determined based on the number of employees in each division (at the time of interviewee selection) to ensure that each division was proportionately represented by the number of interviewees. MCHHS supplied Rede with a list of all managers and supervisors, Members of the MCHHS executive team, (including the MCHHS director and four division managers) were automatically included in the interviewee pool. The rest of the participants were randomly selected. A total number of 25 interviews were completed. A professional interviewer asked a series of questions to define areas of strength and opportunities for improvement related to addressing inequities, to identify where to focus on building capacity within MCHHS, and to provide benchmarks for future assessments.

Analysis: The interviews were recorded and transcribed, and Rede performed a qualitative analysis of the transcripts using Dedoose qualitative analysis software. Each transcript was coded by an analyst based on emerging themes and reviewed by a second analyst for a coder reliability check. Then, key themes and important narratives were analyzed across all transcripts.

4. Community Partner Survey

Method: The partner survey was adapted from the BARHII Self-assessment Toolkit and 2019 Marion County PHD HEA Report, and was co-developed with the MCHHS EDI team. There were 43

questions on the survey. Rede Group disseminated the survey via SurveyMonkey between June 11- June 30 with unique links sent to each partner, and regular reminders provided to increase the response rate. Partners were identified by MCHHS EDI staff and provided to Rede Group. There were 95 completed surveys from partners, meaning that at least 75% of the survey questions having been answered.

Analysis: Descriptive statistics were used to summarize data and find patterns. Data analysis was conducted in Excel using pivot tables and formulas. Open-ended questions were reviewed for common themes.

5. Individuals in Service Survey

Method: The individuals in service survey was developed by Rede Group and modified with the MCHHS EDI team. There were 21 questions on the survey. The individuals in service survey was implemented to gather feedback from the people MCHHS serves to help understand strengths and challenges related to diversity, equity, and inclusion. It was disseminated via Facebook between June 22 - July 27, 2021. The survey included a \$20 gift card as an incentive, and as such, we received numerous spam/responses from people outside of Marion County. In the end, although there were over 900 submitted responses, only 83 were unique, completed responses from participants that provided a Marion County zip code and/or city. The survey was provided in English and Spanish, with the first question asking respondents which survey they would like to complete. Ten people selected Spanish on the first question, five completed the survey in Spanish, and four of the completed surveys were from Marion County residents.

Analysis: Descriptive statistics were used to summarize data and find patterns. Data analysis was conducted in Excel using pivot tables and formulas. Open-ended questions were reviewed for common themes.