

CLAS Self-Assessment Form

DPH understands that agencies and programs will be in various stages of implementing the recommended federal CLAS standards. Points awarded for this section of the proposal will be scored for completeness only. The section is complete if you have rated yourself on every standard in Part B and completed Parts A and C. DPH will deduct points for incomplete responses.

Please type or use Black or Blue Ink.

Part A:

RFR Number: _____ Vendor Number _____

Agency has no vendor number yet _____

Agency: _____

Agency Contact for CLAS Implementation:

First: _____ Last _____

Phone: _____ Ext: _____

E-mail: _____

Program Contact for CLAS Implementation:

First: _____ Last _____

Phone: _____ Ext: _____

E-mail: _____

Part B: Rate the completeness, effectiveness and integration of CLAS implementation for your overall agency AND for the specific program for which you are requesting funds. Use the numbering from the scale below to rate the agency and program from 1-5, for each of the 8 components of the CLAS standards listed below. (Please use whole numbers)

Please use the following scale:

Partial	Partial and actively Working to improve	Complete and effective	Promising practice successfully documented	Documented and ready to train others
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1-----2-----3-----4-----5

Agency:_____ RFR Number:_____

Component #	Agency Rating	Program Rating	Component of CLAS Standards
			The agency/program:
1			Collects data on race, ethnicity and language for all participants/clients
2			Has a demographic profile that describes its service area/population accurately, including stable and changing race, ethnic and language groups
3			Ongoing, assesses its capacity (strengths and gaps in providing services to diverse racial and ethnic populations) and has a written plan to address identified gaps
4			Assures that limited English proficient individuals in the service area have language access, supported by written policies and procedures and high quality interpretation services
5			Ensures that agency/program participants are provided services respectfully and in a manner consistent with their beliefs and culture, supported by written policies/procedures
6			Implements recruitment, retention and promotion procedures with the result that current staff reflect the race, ethnic and linguistic diversity of the service population
7			Provides ongoing training in culturally and linguistically appropriate service delivery for staff at all levels and disciplines, with most staff reached
8			Has effective partnerships with agencies that target the diverse cultural groups in the service area/population

Part C: Select one of the components and briefly describe what you will do to improve this year. Please write or print legibly in the space below.

Component #_____