

PURPOSE

The Michigan Department of Health and Human Services (MDHHS) is responsible for training all members of its workforce on diversity, equity and inclusion and related subject areas as a strategy for reducing disparities and improving the lives of Michigan citizens. MDHHS works to improve the lives of Michigan families by focusing on outcomes that reduce and prevent risks, promote equity, foster healthy habits, and transform the health and human services system. To accomplish this, the MDHHS workforce must first be aware of the impact of health and social inequities, communities at greater risk for experiencing inequities, and effective strategies for promoting equity.

DEFINITIONS

Diversity

The range of human differences, social identities, experiences, and perspectives.

Equity

Fair and just treatment, access and opportunities for all people while building better outcomes for historically and currently disadvantaged populations.

Health Equity

Fair, just distribution of social resources and opportunities needed to achieve well-being. It requires removing economic and social obstacles for optimal health, such as poverty, discrimination and their consequences.

Inclusion

A culture that fosters diversity, equity, support, and respect within every facet of organizational services and activities.

Marginalized Populations

Communities that experience discrimination and exclusion because of unequal power relationships across economic, political, social and cultural dimensions. The subjugation and marginalization of specific groups of people such as: girls and women; black; indigenous and people of color (BIPOC); immigrants; religious

minorities; people in poverty; lesbian, gay, bisexual, transgender, questioning and intersex (LGBTQI) people; and many more.

Intersectionality

The examination and acknowledgement of the ways that combined social identities involve unique and compounding impacts of discrimination (for example., being black and a woman) which cannot be fully understood through a singular analytical lens (for example, of only race or only gender).

Systemic Inequities

Unequal outcomes built into a system that will produce inequality even in the absence of individual biases. Some examples include, but are not limited to, racism, sexism, heterosexism, ableism, and ageism.

MDHHS Diversity, Equity and Inclusion Strategic Plan

A plan that embodies the MDHHS' commitment to diversity, equity and inclusion, and aligns with its Strategic Priorities developed by representatives from all MDHHS administrations and approved by the MDHHS director in May 2018. MDHHS' approved 2018 *Diversity, Equity and Inclusion Strategic Plan* recommends promoting and expanding existing equity and other endorsed training opportunities listed in the [internal training repository](#) and the [external training and educational resources](#). Both documents are comprised of approved diversity, equity and inclusion trainings and self-study opportunities, and are available to those who choose to continue their learning.

Health Equity On-Line Training

A 2017 web-based, 4-part training that provides information about health equity, health disparities, and how MDHHS can address these issues to improve the health and well-being of the populations served.

Workforce

In this policy, workforce refers to state civil service employees, state affiliates and contractors.

- The term *affiliates* include Michigan Public Health Institute and Southeastern Michigan Health Association staff, but

does not include state-funded grantees or private agencies.

- Contractors constitute entities that provide services directly to constituents on behalf of the State of Michigan and/or work alongside State of Michigan classified employees. Examples include private agencies such as Adoption and Foster Care contractors.

POLICY

All MDHHS workforce who are in work status for at least six months of the calendar year, irrespective of administration, bureau, office, division, section, or unit, must complete the following on-line trainings:

1. Introduction to Health Equity.
2. Systemic Racism.
 - Current workforce must complete on-line training modules by the end of each fiscal year, starting with fiscal year 2020.
 - New workforce must complete on-line training modules within 90 days of hire date or by the end of the fiscal year, whichever is later.
3. Implicit Bias.
 - [Executive Directive \(ED\) 2020-09](#) requires State of Michigan workforce and contractors complete Implicit Bias Training to by December 31 of each year that training is due, beginning December 31, 2021.
 - New workforce must complete implicit bias training as part of the new hire process no later than 60 days from the date of hire.
 - Implicit Bias training will be offered and communicated by the State of Michigan Equity and Inclusion Officer (EIO) Training Team. For more information, contact your [departmental EIO](#).

Introduction to Health Equity On-Line Training

- State workforce with access to the State of Michigan (SOM) network will access the training through the [Learning Center](#) link on the intranet home page.
- Other contractors/users **not** connected to the SOM network will access the training at <https://courses.mihealth.org/MDCH> and enter the user ID and password they created when the first accessed the learning management service.

Systemic Racism On-Line Training

- State workforce with access to the State of Michigan (SOM) network will access the training through the [Learning Center](#) link on the intranet home page.
- Other contractors/users **not** connected to the SOM network will access the training at <https://courses.mihealth.org/MDCH> and enter the user ID and password they created when the first accessed the learning management service.

PROCEDURE

The Office of Equity and Minority Health (OEMH)

- Host and conduct maintenance of online trainings, as per this policy.
- Develop online and in-person training module/s.
- Track workforce member completions via online training host.
- Report metrics (such as employees and affiliates trained) annually via HOPE Weekly and/or other mediums.
- Utilize workforce feedback to update training content, as needed.
- Report training policy compliance results via the PA 653 annual report by April 30th of the following fiscal year.

The DEI Training and Professional Development Action Team

- Implement department-wide training policy as an action team initiative.

- Communicate training requirements to all MDHHS workforce members, including administrators, directors, executives, managers, and supervisors.
- Collaborate with OEMH to develop online and in-person training module/s.
- Provide and maintain repositories of approved trainings, vendors, and self-study options to further growth and learning.

Human Resources and Hiring Affiliate Organizations

Require new workforce to complete the *Introduction to Health Equity and Systemic Racism* online trainings within required timeframes.

Hiring Affiliate Organizations

Require new workforce to complete the *Introduction to Health Equity and Systemic Racism* online trainings within required timeframes, as part of on-boarding.

Managers and Supervisors

- Communicate the training requirement to direct reports.
- Require current workforce to complete *Introduction to Health Equity and Systemic Racism* online trainings within required timeframes.
- Ensure and verify that workforce has completed the required online DEI trainings each fiscal year.
- Send an email up the normal chain of command listing the completion rate for the required DEI online trainings no later than October 31st of the following fiscal year. Completion rate is calculated by dividing the (nominator) number of individuals that completed the training by (denominator) the total number of individuals in each Administration or Office. Chain of command should ultimately arrive to your administration/office senior chief.
- Include completion of the required online DEI trainings in employee performance plans and document status of completion in the employee's performance annual evaluation (number of workforce members, names, and training/s completed).

Senior Chiefs:

- Communicate training requirement to all workforce.
- Send an email to the MDHHS-OEMH@michigan.gov and the MDHHS-DEI@michigan.gov inbox with your Administration/Office's completion rate and master list of staff who completed the required DEI online trainings. Please title the master list with the appropriate fiscal year of completion and Administration or Office name. Submit this information no later than November 30th of the following fiscal year. Completion rate is calculated by dividing the (nominator) number of individuals that completed the training by (denominator) the total number of individuals in each Administration or Office.
- Report metrics on Employee Engagement Survey.

Workforce Engagement and Transformation:

Share Employee Engagement Survey results related to this training policy with the OEMH and DEI Council no later than 90 days after administrator closes the survey.

LEGAL BASE

Public Act 653 of 2007 (amendment to the Michigan Public Health Code) states that the department shall develop and implement awareness strategies targeted at health and social service providers in an effort to eliminate the occurrence of racial and ethnic health disparities.

http://www.michigan.gov/documents/mdhhs/Public_Act_653_53906_9_7.pdf.

RESOURCES

The approved training repositories are available at the [MDHHS DEI website](#).

REFERENCES

MDHHS Diversity, Equity, and Inclusion Strategic Plan, 2018.

Ingham County Health Equity Project; Association of State and Territorial Health Officials (ASTHO), 2000.

CONTACT

Please contact the Office of Equity and Minority Health or Diversity, Equity and Inclusion Council for further guidance: MDHHS-OEMH@michigan.gov or MDHHS-DEI@michigan.gov.