

Equity scan or full equity analysis: what goes in and who decides which applies

The DHS equity policy makes an equity analysis part of some decisions. This aid explains the difference between a scan and a full analysis, what each contains, and how to use the Minnesota Equity Analysis Toolkit while the decision can still change. The policy owner decides which applies.

Why it matters

The policy verifies mandatory equity analysis for prolonged or long-term actions going to leadership and other named uses. Doing it well means engaging while choices are open, not documenting after they close.

Content

Supports a required process. This page helps you do the analysis well. It is not the official record. The completed analysis is kept where your division or the policy owner keeps decision records. Check the current policy and toolkit version with the policy owner before relying on this summary.

Determine whether a scan or a full analysis applies. A scan is a brief, structured check for decisions with limited reach. A full analysis is the complete process for prolonged or long-term actions and decisions that go to leadership. When in doubt, ask the policy owner or your Equity Director.

Form the right team. Include the decision owner, the people who hold relevant data, staff who deliver the service, and the equity professional for your area. Plan community engagement early enough to change the decision.

Define the decision and the outcomes you want. Write the decision in one sentence and the outcomes in terms of people, not process.

Use quantitative, qualitative, and community evidence. Disaggregate by community, language, disability, and place where the data allows, protect small groups, and record what the evidence does not show.

Identify benefits and burdens. Who gains, who pays, and how do burdens fall on people who already carry more?

Develop alternatives. At least two, compared on benefits and burdens. Include the alternative of not proceeding.

Plan implementation, communication, monitoring, and evaluation. Name owners, languages and formats, the human alternative, what you will watch, and when you will look again.

Report back. Tell the people who gave input what changed and what did not, and why.

Next steps

- **Equity analysis for a decision (Practice path)** — program page </practice/gp-7>
- **Minnesota Equity Analysis Toolkit** — program page </library/ext-dhs-equity-toolkit>
- **Operational equity review canvas** — program page </library/ja-operational-equity-canvas>

Practice paths this supports

- Equity analysis for a decision