

Equity Pause for a routine decision

You are about to make a routine decision and want a short, honest check of who it affects and what you might change before it goes out.

Outcome: By the end, you will have a short record of the decision: who is affected differently, who can change it, the access needs you checked, what you know and do not know yet, one alternative you considered, and your next step with a review date. You can complete routine decisions on your own and recognize when a fuller analysis applies.

Situations that may fit this path

- A meeting invitation, announcement, or internal notice about to go out
- A small change to a process, schedule, or form
- A routine choice with limited reach that you could still adjust

Six steps to work through in order

1. **Ask the first question** — Describe the decision in a sentence and ask what to check. The response includes its sources and says when a fuller review applies. · **Browse common questions** — program page </ask?path=gp-12>
2. **Consider community context** (If relevant) — If the decision reaches particular Minnesota communities, read the relevant brief for access needs and what not to assume. · **Explore Minnesota Communities** — program page </minnesota-communities>
3. **Choose practical resources** — Use the plain-language and language access checklists for anything people will read. If the decision turns out to have real reach, the toolkit companion shows what a scan or full analysis asks. · **Plain language and accessible documents** — program page </resources/ja-plain-language> · **Language access checklist** — program page </resources/ja-language-access-checklist> · **Equity Analysis Toolkit companion** — program page </learn/equity-toolkit> · **Record this pause in the open register (optional)** — program page </equity-policy/analysis?kind=pause>
4. **Write your pause** — Answer the questions for this decision. Use the downloaded checklist to write your answers in a tool you normally use. This page does not save them.
5. **Review your pause** — Confirm the decision is specific, you checked access, you know who can change it, you noted what you did not assume, and you have a next step with a date. If the reach or the stakes are larger than you first thought, move to the Equity Analysis Toolkit. · **Equity analysis for a decision** — program page </practice/gp-7>
6. **Talk it through (optional)** — Most routine decisions do not need a conversation. If a question remains, or the decision affects people more than you expected, a consultation or the right office can help. · **Find the right person** — program page </support/right-person>

What a useful result looks like

Still needs work

- A pause completed after the decision already went out
- "No one is affected" with no one asked
- A check that never names a next step

Ready to use

- A specific decision, the people it affects differently, and one thing you changed or kept with a reason
- A clear sense of whether a fuller analysis applies

Privacy

Describe the decision and the people it affects in general terms. Do not include names or case details. This page does not save your answers or progress. Notes saved through an earlier version may still be in this browser's site data; this page does not show or delete them.

Equity Pause

Privacy

This is a blank published checklist. If you complete a downloaded copy, store and share that file according to DHS requirements. Nothing you write in that file is saved back to this page.

Item	Detail
The decision, in one sentence (required)	Name the meeting, notice, change, or choice. Not a person.
Who this affects, and who it affects differently (required)	Think about language, disability, schedule, location, technology, trust, and who might miss it entirely.
Who can change this decision, and who you checked with (required)	The role that decides, and anyone you asked before settling it.
Access needs you checked (required)	Plain language, an accessible format, interpretation or translation, timing, and a way to take part or respond that does not require one channel.
What you know, and what you do not know yet (required)	Evidence you have, and the question you would ask if you had five more minutes.
One alternative that would reduce a barrier (required)	A different time, format, channel, wording, or usual choice. Note whether you chose it, and why.
What you chose not to assume (required)	About the people affected and how they will receive this.

Item	Detail
Your next step, and who is responsible (required)	One line for each step, including who does it.
When you will look at this again (required)	Choose a date after the decision has had an effect.

Review your notes against

- Every follow-up has a named owner
- A next review date is set
- This is connected to your specific work
- Language, disability, and communication access were considered for this work
- You named who was involved and the role they had
- You noted what you chose not to assume
- No names of employees, clients, or complainants are included

Questions to bring to Ask

- I am sending a division-wide meeting invitation. What should I check before it goes out?
- Is this small change to our intake schedule something that needs an equity look, or can I go ahead?
- Which routine decisions deserve an equity pause before they go out?