Table 6: REALD implementation work plan template

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| Dataset name | Name of database system or program |
| About the data system | 1. Are data linked to or rely on other data sources? If you answer “yes,” explain. |
| 2. Are data derived from electronic medical record (EMR) systems? |
| 3. How are data collected? (e.g., paper, web-based, single source) |
| 4. Do external parties provide data? If so, name the entities. |
| 5. From whom, and how are the data received? (e.g., paper, web-based, single source) |
| REALD elements supported | What REALD questions do you ask in your current data collection? (e.g., have a question about English proficiency) |
| *Attach copies of questions within your current data collection tool.* |
| REALD gaps | What are REALD gaps in your current system? (e.g., missing six white subcategories; missing disability questions) |
| *See REALD Template as a guide.* |
| Challenges to consider | What are the challenges you face in collection of REALD? (e.g., budget issues; IT; timelines; data collection, entry or maintenance issues; data analysis or reporting issues) |
| Action for data collection | What actions do you need to take to be REALD data compliant? (e.g., need to make system level changes (state specific changes); system changes OHA needs to make (to receive the data); need to update EMR systems to collect REALD) |
| Action for reporting | What actions do you need to take to create a report using REALD standards? (e.g., create content; create program tables) |
| Resources and approval needs | What internal and external resources do you need to bring the data system into compliance? (e.g., an external entity approval process, such as a national association, before changes can be made to how the data are collected; to get training about how to ask REALD questions so that external parties consistently improve data quality) |
| Memorandum of understanding (MOU), data agreements or contracts | Will there be a need for data agreements or contracts with subcontractors and external partners? Is it possible to build in the contract the requirement that external partners assess and create a plan for REALD compliance? |
| Team members | OHA: |
| Others or external partners: |
| Timeline | Estimated timeline for major activities and completion: |

**50** Race, Ethnicity, Language, and Disability (REALD) Implementation Guide

|  |  |
| --- | --- |
| Cost | Estimated total cost of project for OHA: |
| Estimated total cost of project for others or external partners: |
| *Include complete fiscal statement or quote from vendors.* |
| Request for exemption or extension | **Note**. Requests for ***exemptions*** or extensions should be kept to a minimum. REALD is the law and we are required to follow it.  Reasons for requesting exemption for:   1. Data collection: 2. Reporting using REALD disaggregated categories: |
| Reasons for requesting ***extension*** for:   1. Data collection: 2. Reporting using REALD disaggregated categories:   If you are requesting an exemption, please also fill out Table 7 and attach it to this work plan when submitting to the OEI Equity & Inclusion data policy analyst. |

Please **email your work plan** to Marjorie McGee at [marjorie.g.mcgee@dhsoha.state.or.us](mailto:marjorie.g.mcgee@dhsoha.state.or.us) and ***include the following information in the body of your email***:

Your name: Title and position: Role with this dataset: Supervisor’s name and position:

Are you the primary contact for implementing REALD in this data system? Yes \_\_ No \_\_

If not, please provide name and contact information for that person:

Race, Ethnicity, Language, and Disability (REALD) Implementation Guide **51**