



**City and County of San Francisco
Department of Public Health**


Mayor Edwin Lee

Department of Public Health
Office of Health Equity, Cultural Competence &
Workforce Development

Memorandum

DATE: July 10, 2017

TO: SFDPH Behavioral Health Services – Civil Service and Contract Programs
SFDPH – Program Managers and Analysts
SFDPH Business Office & Contract Compliance
SFDPH Contract Development & Technical Assistance

FROM: Kavooos Ghane Bassiri, LMFT, LPCC 
Director, Behavioral Health Services

RE: **Cultural Competence Report, Community Advisory Board (CAB) Update**

For Fiscal Year 2017-2018, the Office of Cultural Competence will begin using a new Community Advisory Board (CAB) Questionnaire that is to be completed and submitted by all contracted Community Based Organizations (CBOs) and Civil Service Clinics. This questionnaire is replacing the old 11-page Cultural Competence Narrative Reports that were previously used. The submission deadline for the questionnaires is **September 30, 2017**.

In working towards meeting all of the Culturally and Linguistically Appropriate Services Standards (CLAS) within BHS, the Office of Cultural Competence's overarching objective has been to increase community participation and involvement in the decision making processes that dictate service needs and implementation. The narrative report took this into account, with over half of the document asking about the CAB activity that the submitting program/agency was engaged in. The new questionnaire does the same but focuses specifically in this area with no more than a dozen write-in answers. This will be answered by an agency/program's designated staff person for cultural competence issues. All finished questionnaires are to be submitted via upload on the Cultural Competence Tracking System (Database), where there is a dedicated page for this purpose. For any further information on the questionnaire itself or the submission process, please contact Michael Rojas at 415-255-3426 or michael.rojas@sfdph.org.