Creating Domain Cards

**Tip:** Print out these instructions.

**Pre-Work:** Creating Project Cards. If you have not yet created Project Cards, please complete that step.

**Domain Cards:** Open your Health Equity Inventory (HEI).

- Select the **Filters** tab.
- Go to the **Filter by Outcome of Interest** box in the blue **Initiatives Data Table Filtering** area.
- Ensure that the filters for the prioritized outcome of interest that you identified for the **Project Cards** are still selected.
- Select the **Initiatives** tab.
- Click on the **Initiative Domain** column and sort the data A to Z.

- Scroll over to the Project Lead area of the **Initiatives** tab.
- Open the **Domain Cards Template**.
- For each domain indicated on your HEI enter the all project lead’s School/Hospital and Department affiliation under the **Associated Institutions and Departments** heading for that specific domain.

- Repeat this process until all associated institutions and departments for the identified outcome of interest have been entered.
- Print the Domain Cards **single sided** on **yellow paper**.
- Cut each page in half so that each Domain is on one card.
- Draw a star on the top right corner of the Domain cards associated with your identified outcome of interest.