

## Trauma Informed Organizational Self Assessment Instrument

<b>Staff Development and Training</b>		<b>Not at All True for My Agency</b>	<b>A Little True for My Agency</b>	<b>Somewhat True for My Agency</b>	<b>Mostly True for My Agency</b>	<b>Completely True for My Agency</b>
1	The agency trains new employees in trauma informed practice.					
2	The agency has a system for ongoing training of established employees in trauma informed practice.					
3	Supervision is provided on a consistent basis to staff.					
4	Supervision includes acknowledgement of secondary traumatic stress and ways to manage provider stress.					
5	Staff, at all levels, have a clear understanding of how trauma relates to their work.					
6	Staff members feel well equipped to serve individuals with trauma histories.					
7	Staff members feel well supported in serving individuals with trauma.					
8	Staff members are supported in obtaining training in trauma.					
9	The agency has access to internal resources or consultation on trauma related practice.					
10	Staff members have regular team meetings and topics related to trauma are addressed.					
<b>Trauma-Informed Operational Practices</b>						
11	There is a system of communication in place with other agencies working with shared clients to support trauma-informed decisions.					
12	There are a variety of options for clients to make decisions and communicate their concerns regarding treatment.					
13	Confidentiality and the limits of confidentiality are discussed with clients.					
14	A variety of trauma informed interventions are available for clients.					

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Trauma-Informed Operational Practices Continued...		Not at All True for My Agency	A Little True for My Agency	Somewhat True for My Agency	Mostly True for My Agency	Completely True for My Agency
15	Clients receive timely trauma informed assessment which includes a detailed trauma history and relevant adaptations clients have made to cope with difficult life experiences.					
16	Clients receive education in trauma including the impact of trauma.					
17	Clients receive trauma informed treatment or intervention planning that addresses trauma adaptations, triggers, and coping skills.					
18	The agency utilizes standardized trauma informed assessment tools.					
19	Staff members work to increase attunement with client needs and understand the meaning of behavior.					
20	Staff members actively use strategies to manage their affect.					
21	Staff members collaborate with client to create predictability in the schedule (session, day, or week) and provide advanced notice if the schedule changes.					
22	Staff members respond in a consistent manner to clients (across roles and shift) and employ strategies to increase consistency.					
23	At discharge, staff members assist clients in meeting future service needs related to trauma.					
<b>Safety</b>						
24	Staff members maintain professional boundaries with clients relevant to their role and relationship.					
25	The agency has a written safety plan to address threats					
26	Trauma informed safety plans are written in collaboration with clients and include: triggers, coping skills, behaviors that indicate clients are triggered, and support people.					
27	The agency assists staff members and clients in debriefing after a crisis.					

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Safety Continued...		Not at All True for My Agency	A Little True for My Agency	Somewhat True for My Agency	Mostly True for My Agency	Completely True for My Agency
28	The physical grounds of the agency are well lit.					
29	Clients have access to appropriate private areas (locked bathroom doors )					
30	The agency has a system to monitor who is on the grounds.					
31	The agency provides a physical environment appropriate for clients served.					
32	The agency reviews client rights, rules and grievance procedures regularly and they are posted in public areas.					
33	There are private areas for clients and staff to discuss personal issues.					
34	Client confidentiality is maintained; clients are told who has access to their information.					
35	Client safety needs, i.e. safe transportation, adequate food and shelter are addressed by my agency directly, through collaboration with partner agencies or case management.					
36	Staff are adequately trained in ways to manage high risk situations.					
<b>Policy, Procedure and Planning</b>						
37	Written policy is established committing to trauma-informed practices.					
38	Resources are devoted to trauma-informed practice.					
39	Principles of trauma-informed care (i.e. respect for client rights, safety, etc) are reflected in written agency policy.					
40	Principles of trauma-informed care (i.e. respect for client rights, safety, etc) are reflected in agency practices.					



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<b>Policy, Procedure and Planning Continued...</b>		<b>Not at All</b> True for My Agency	<b>A Little</b> True for My Agency	<b>Somewhat</b> True for My Agency	<b>Mostly</b> True for My Agency	<b>Completely</b> True for My Agency
41	Strategic planning includes the development of trauma-informed care.					
<b>Trauma-Informed Principles of Care</b>						
42	Client safety is a top priority in the day to day practice of my agency.					
43	Client-focused services are the standard of practice at my agency.					
44	Clients are given concrete options and choices about the type of care they receive from my agency.					
45	Good customer service (returning phone calls, staff being on-time for appointments, etc) is provided to clients.					