

Build a Trauma-Informed Workforce: Assessment Tool

To fully adopt and sustain a trauma-informed approach, leaders must work to embed a commitment to trauma-informed care into organizational infrastructure. Adopting a trauma-informed approach means developing policies, procedures, and processes that aim to institutionalize trauma-informed care beyond one champion, department, or program. This tool includes reflection questions and an assessment tool pulled from the American Institutes for Research's larger Trauma-Informed Systems Change model that agencies can use to identify areas of strength and opportunities for growth related to promoting trauma-informed policies and procedures.

REFLECTION QUESTIONS: BUILD A TRAUMA-INFORMED WORKFORCE

Domain 1: Build a Trauma-Informed Workforce

1. How does your agency support ongoing knowledge and skills-building for agency staff related to understanding the impact of trauma service users and staff and adopting a trauma-informed approach?
2. How is staff capacity-building related to trauma-informed care built into existing structures within the agency (e.g., supervision, staff meetings, strategic planning)?
3. How does your agency assess staff knowledge of trauma and use of trauma-informed practices?
4. How does your agency identify and address issues related to secondary traumatic stress and promote staff wellness/resilience?
5. How does your agency embed the guiding principles of a trauma-informed approach into supervision?

TRAUMA-INFORMED WORKFORCE: ASSESSMENT

The table below outlines agency-level practice standards related to promoting trauma-informed policies and procedures. Begin by rating the extent to which each standard is an established part of agency practice. You may complete this for an agency as a whole or for particular programs within the agency depending on the focus for change. Review with your team to identify standards to prioritize for further integration across a program or the agency.

Practice Standards	Program Rating: 4 = Fully established 3 = Partially in place 2 = Under consideration 1 = Not currently in place	Priority Area for Growth
All agency staff receives ongoing professional development specifically related to trauma and the core elements of a trauma-informed approach.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Professional development related to trauma-informed care is built into existing structures (e.g., supervision, staff meetings).		<input type="checkbox"/> Yes <input type="checkbox"/> No
Staff expectations related to trauma-informed care are built into employee-related structures and expectations (e.g., onboarding, job role description, performance evaluations, employee handbooks).		<input type="checkbox"/> Yes <input type="checkbox"/> No
There are processes in place for identifying and addressing the impact of secondary trauma on staff.		<input type="checkbox"/> Yes <input type="checkbox"/> No
There are organizational standards in place for supporting staff wellness and resilience.		<input type="checkbox"/> Yes <input type="checkbox"/> No
The organization integrates a trauma-informed approach to supervision.		<input type="checkbox"/> Yes <input type="checkbox"/> No

Next Steps

Choose one or more practice standards that you would like to more fully adopt, and create a concrete plan for adoption using the action planning template below.

Practice Standard:			
Action Steps	Lead/Team	Timeframe	Benchmarks of Success

Practice Standard:			
Action Steps	Lead/Team	Timeframe	Benchmarks of Success