

# Promote Trauma-Informed Policies and Procedures: 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: TRAUMA-INFORMED POLICIES AND PROCEDURES

### Domain 5: Promote Trauma-Informed Policies and Procedures

1. How does the agency/program demonstrate a formal commitment to adopting and maintaining a universal, trauma-informed approach?
2. What structures are in place to support and sustain a trauma-informed approach (e.g., resources, staffing, workgroups)?
3. What processes are in place to assess current and ongoing capacity in trauma-informed care?
4. How does the agency/program monitor progress in adopting a trauma-informed approach?
5. How do current agency/program policies align with and support trauma-informed approach? (Consider how policies align with the guiding principles.)
6. How does your agency/program monitor whether policies are implemented as intended?
7. Who is involved in the development and review of policies?
8. How does the agency/program involve staff and service recipients in policy development and review?

## TRAUMA-INFORMED POLICIES AND PROCEDURES: 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
The organization has established a formal commitment to adopting and maintaining a universal trauma-informed approach (e.g., formal policy or commitment embedded in the agency's mission/vision).		<input type="checkbox"/> Yes <input type="checkbox"/> No
Leadership and staffing structures and procedures are in place for supporting and sustaining a trauma-informed approach (e.g., committees/workgroups)		<input type="checkbox"/> Yes <input type="checkbox"/> No
The organization has committed resources to adopting and sustaining a trauma-informed approach.		<input type="checkbox"/> Yes <input type="checkbox"/> No
There are processes in place for regularly assessing, monitoring, and evaluating organizational capacity in trauma-informed care.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Organizational policies, procedures, guidelines, and handbooks are regularly reviewed for their alignment with a trauma-informed approach.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Staff and service recipients are involved in developing and reviewing policies and procedures.		<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

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