

## Trauma Informed Agency Checklist

1. Develop or hire a “Trauma Champion”.
2. Provide general trauma training for all agency personnel.
3. Provide co-occurring mental health and substance use training to staff.
4. Provide intensive (in-depth) trauma training to direct service providers.
5. Implement universal routine trauma screening for all clients including periodic screening throughout ongoing treatment and in particular when clients are transitioning care.
6. Utilize integrated co-occurring and trauma assessments in accordance with practicing grounding, centering and stabilization skills/tools to promote regulation and prevent retraumatization.
7. Consumers are involved in the development of their unique and individualized service plan.
8. Use a multi-disciplinary staffing structure.
9. Review agency policies and procedures to fit a culturally competent, co-occurring capable, trauma-informed service approach.
10. Discuss and review the structure of your physical facilities so it doesn't create the possibility of retraumatization of consumers (eg. a welcoming atmosphere).
11. Develop strong partnerships and collaborations with complementary service providers and agencies.
12. Staff are knowledgeable about the cultures represented by the consumers served and able to provide services and materials in the consumer's primary language.
13. Make an administrative commitment to direct resources toward ensuring that knowledge about trauma is integrated into the service delivery practices in the organization.

Adapted from  **Becoming Trauma-Informed**,   
OnTrack Program Resources compiled by Gabriella Grant, 2008-2009