

IMPACT NORTHWEST TRAUMA INFORMED CARE WORKPLAN

Project: Trauma Informed Care Assessment Project

Project Supervisor: Suzanne Washington

Projected number of clients served:

Start Date: November 1, 2011

Project Goal: Conduct a self assessment on the overall organization to find out if we are operating within a trauma informed framework and discover areas where we need to make changes in order not to traumatize or re-traumatize individuals as they receive services or interact with us.

Objectives	Planned Accomplishments	Due Date	Date Completed
1. Get key stakeholders of the assessment in order to get their buy-in/cooperation	A. Inform administrators/leadership team and Board of Directors of the assessment and why we are doing it	12/1/2010	10/20/10
	B. Inform all staff of the assessment and why we are doing it. Discuss at all-staff mtg, with program directors and with teams (with or through the directors)	12/1/2010	11/17/10
	C. Continue to update key stakeholders of the process all along the way	Ongoing	
2. Develop the organizational assessment tool based on the template provided by Community Connections in Washington DC	A. Identify key staff to assist in the development and implementation of the assessment	12/7/10	12/7/10
	B. Utilize the template to identify questions within each domain and narrow it down to a manageable yet evaluative number. Attach rating scale and matrix.	12/23/10	
	C. Develop the timeline for the implementation of the assessment	1/21/11	
	D. Finalize the assessment tool	1/21/11	
3. Implement the assessment tool (survey) to all stakeholders	A. Identify activities, physical settings and informants to implement the assessment	2/1/11	
	B. Identify key staff to assist in the implementation	2/1/11	
	C. Create a workgroup to guide implementation and planning	2/1/11	
	D. Create implementation plan, including identification of stakeholders and administration of the survey (including distribution, collection and analysis).	2/15/11	
	E. Finalize implementation plan	3/1/11	
4. Develop the data collection and analysis process	A. QA develop a written protocol for data collection	3/1/11	
	B. QA create a written data analysis plan	3/1/11	
	C. Involve TIC Leadership Team in data analysis as appropriate	3/31/11	

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5. Begin Implementation of work plan for change activities	<p>A. Engage workgroup to develop the response to the data received from the assessment and create the workplan for change activities</p> <p>B. Engage workgroup and leadership team to identify priorities for change activities within different departments and domains</p> <p>C. Create workplan for change activities</p> <p>D. Identify key staff to assist in the workplan implementation</p>	<p>4/5/11</p> <p>4/6/11 Draft by</p> <p>4/15/11</p> <p>Final by 5/20/11</p> <p>7/1/11</p>	
6. Identify next steps in applying/informing the broader anti-poverty housing system of key learning	<p>A. Work with agency Leadership Team to develop message of key learning and dissemination of that learning</p> <p>B. Work with the TIC Leadership Team to develop messaging and next steps for system change</p>	<p>7/1/11</p>	
7. Establish/modify written SOP's/policies (Standard Operating Procedures) as needed to make sure changes are institutionalized within the agency	<p>A. Modify or develop written SOP's and/or policies that get identified as needed through the assessment and change process, such how intake and assessments are done, how parents are engaged, or terminations are enacted</p>	<p>Draft by 7/1/11</p> <p>Final by 8/1/11</p>	