ADOPTING TRAUMA-INFORMED APPROACHES
IMPLEMENTATION PLANNING GUIDE

This guide is designed to provide you with a framework to organize the steps involved in planning, implementing, evaluating and making adjustments related to your implementation goals.

Pre-Work: List the programs/divisions/ departments/organizations/system that is the focus of your TIC implementation plan:

Part I: Identify your Core Implementation Team (CIT) members and Establish your Meeting Schedule: Team will meet regularly and will take action to plan, implement and evaluate TIC improvement plan)

Role	Name 1	Name 2
Implementation Team Lead		
Client/Student		
Data/QI Person		
Clinical Staff		
Executive Leadership		
Front Line Staff		
Supervisory Staff		
Other		

Who will reach out to those that are missing from the team? _____

_____

MENTAL HEALTH FIRST AID
NATIONAL COUNCIL
FOR BEHAVIORAL HEALTH
Healthy Minds. Strong Communities.

Jeff Richardson, MBA, LCSW-C, Board Chair
Linda Rosenberg, MSW, President and CEO

What is the date of the first core implementation team meeting? _____

How often will the core implementation team meet? _____

Where? _____

When? _____

How long? _____

First Meeting Agenda items: _____

Part II: Build Consensus: Have each team member answer the following questions: (1) What does trauma-informed care mean to you? (2) What does trauma-informed care mean to the organization? Next, collectively answer the following question:

What is the language that we will use to describe trauma-informed care in our organization?

_____

_____

_____

Part III: Creating a Shared Vision

What are key words that represent the values and principles of trauma-informed care for your organization?

What is your draft vision statement**? _____**

_____

What is your final vision statement**? _____**

_____

Part IV: Communicating for Buy In (*Use the Communicating for Buy-In tool*)**:** Key questions to consider.

1. Who are the stakeholders who we need to communicate with to begin this journey?
2. What are the shareholders' needs, wants, and concerns?
3. What are the key points of our trauma-informed care message that will align with the felt needs, wants and concerns of the shareholders?
4. Who will deliver the message?
5. When and Where will the message be delivered?
6. How will we know if the shareholder is bought in?

Part V: Get your OSA results: (OSA will be distributed/collected/scored for the following programs)

Name of Program/ Department/ Division	Date Distributed	Date Collected	Domain with Highest Score	Domain with Lowest Score

Part VI: Develop your plan:

Based on OSA results, check domains you will begin with:

- ☐ Domain 1 – Early and Comprehensive Screening and Assessment
- ☐ Domain 2 – Consumer Driven Care and Services
- ☐ Domain 3 – Trauma-Informed, Educated and Responsive Workforce
- ☐ Domain 4 - Evidence Based and Emerging Best Practices
- ☐ Domain 5 - Creating Safe and Secure Environments
- ☐ Domain 6 – Community Outreach and Partnership Building
- ☐ Domain 7 – Performance Monitoring and Evaluation

Identify goals/standards in each domain using the Performance Monitoring Tool (PMT) (*Use the SMART Action Planning Tool*):

Domain	Goal	Target Date	Person Responsible

Part VII: Take action: Depending on the size of your organization, you may wish to identify workgroups or sub-committees of your CIT to address specific domains, goals or areas such as policies & procedures. Utilize the SMART Action Planning Tool to track all action for each workgroup/sub-committee.

Part VIII: Track your progress: (*Use the PMT to track and monitor progress in each domain*)

Part IX: Identify your next steps (Once goals have been met, consider establishing new goals within the same domain or move on to another domain and establish new goals)