



Trauma Informed Policy and Procedure Audit Tool

The Policy Audit Tool is a trauma-informed tool designed to assess organizational policy. The purpose is to provide a roadmap to gauge the potential impacts of policy on multiple stakeholders.

Policy Name – Area of Focus:

Organization – Department:

Date of Review:

Members of Review Team:

TIS Principles Implicit/Explicit in this Policy (check all that apply):

- Understanding Trauma and Stress
- Safety and Stability
- Cultural Humility and Equity
- Compassion and Dependability
- Collaboration and Empowerment
- Resiliency and Recovery

1. Is there a clear purpose for this policy (transparent, predictable)?

Notes:

Please rate: 1-unclear; 3-somewhat clear; 6-clear purpose

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> N/A
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Prompt Questions if < 3:

- If purpose unclear, what can you do to clarify the policy? Who do you need to involve in the conversation to get more insight into the policy's purpose?
- Think about what other values are implicit or explicit within this policy?
- Can you locate where the policy might fall on the spectrum of Trauma Organized-Trauma Informed-Healing Organization?

2. Was this policy created with a cross section of input from stakeholders (staff, consumer, community, leadership, state)?

Notes:

Please rate: 1-no stakeholder input; 3-some; 6-many stakeholders had input/creation

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> N/A
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Prompt Questions if < 3:

- Who are the stakeholders?



- If stakeholders did not provide input how can you gather feedback now?
- If certain group of stakeholders cannot be at the table (i.e. clients), can you get another group of stakeholders that could represent them? (advocates)

3. Are there potential positive (equitable, trauma-reducing) impacts of this policy on staff, consumers, and/or the community?

Notes:

Please rate: 1-few positive; 3-moderate; 6-many positive impacts

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> N/A
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Prompt Questions if < 3:

- What are the potential positive impacts?
- Can you identify what was done well/what worked so that it can be applied to future business process/decision making?

4. Are there potential adverse (trauma inducing) impacts of this policy on staff, consumers, and/or community?

Notes:

Please rate: 1-extreme; 3-moderate; 6-few (if any impacts)

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> N/A
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Prompt Questions if < 3:

- What are the potential adverse impacts?

5. Are there ways to modify or improve upon this policy to reduce harm or increase benefit?

Notes:

Please rate: 1-no ways to modify; 3-some ways to modify; 6-definite ability to modify/change

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> N/A
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Prompt Questions if < 3:

- If policy itself cannot be changed, how can the way the policy is implemented be more trauma-informed?
- Think about what feedback loops or internal processes you could initiate to make this policy trauma informed?



6. Was this policy rolled out to staff and those potentially impacted with accessibility in mind (accessible language, multiple languages, visual representations)?

Notes:

Please rate: 1-inaccessible, single language, jargon; 3-somewhat accessible, jargon; 6-very accessible in all formats

1

2

3

4

5

6

N/A

Prompt Questions if < 3:

- Think about the stakeholders impacted by the policy. What changes can be made to increase accessibility of policy?

Overall Score

<18 – significant revisions, 18-30 – moderate revisions, >30 – slight revisions

Recommended Next Steps: