



THE TRAUMA ACADEMY NORTHWEST, LLC

Trauma-Focused Organizational Assessment

The Trauma Academy Northwest, LLC (TTANW) provides a trauma-focused organizational assessment to better address the needs of organizations/programs, its clients, staff, and/or larger community with the understanding that trauma affects humans at their core, and is invasive, impactful, and life-altering. Organizations that provide services to clients or patients as for-profit or not-for-profit can and will suffer under the weight of the collective traumas, thus developing organizational trauma. Unaddressed trauma or stress at the organizational level affects the environmental health and overall function of the organization. While many person-serving organizations have an extremely positive impact on individuals, families, and communities, they may only be as enriching as they are able to manage the accompanied stress.

TTANW staff are committed to taking utmost care and consideration of your organization's goal, mission, and direction, as well as its eclectic staffs' and volunteers' strengths and weaknesses. TTANW staff take confidentiality extremely seriously and don't intend to use information gathered from staff, clients, or community members during the assessment for any purpose other than for its original intent. Please let TTANW staff know if you have special requests with regard to confidentiality during the assessment.

Structure of Organizational Assessment (OA)

Depending on your organization's needs/wishes, budget, and time constraints, the OA can last anywhere between a month and a year long. The OA is organized into three different phases: assessment, write-up, and implementation. During the assessment phase, TTANW staff use observe all aspects of daily routine including but not limited to meetings, milieu, and sessions with clients, as able, and interviews with staff, clients, and others to obtain information about their personal experiences in working for or receiving services from your organization.

During the write-up phase, TTANW staff use the observations and interviews to compile a report (Organizational Assessment Report) to describe what was observed and heard using a trauma-focused lens. Included in this report will be a list of recommendations that TTANW staff believe the organization would benefit from making based on their observations and findings to address the needs of clients, staff, and community. The third and final phase is the implementation phase. This phase can be completed either with TTANW staff supporting and guiding implementation or without TTANW staff input, independent of the OA and at the discretion of the organization. If the implementation phase is completed with TTANW support, its staff act as consultants, checking-in at a frequency determined by your organization's request or desire/need.

Disclosure Statement

The OA can be an emotionally and psychologically draining process for organization staff at all levels as the purpose is to address areas of need, some of which may be understood and known prior to beginning the process and some unknown and all potentially fraught with difficulties to overcome. TTANW's goal in providing an assessment as thoroughly as possible is to strengthen weak programmatic areas, improve staff communication and understanding of trauma, and create safer and healthier environments and relationships for clients and patients. TTANW is committed to strengthening its community\ by providing recommendations that are in the best interest of the organization and/or its clients/patients using best practices in the area of trauma intervention. Through this process, staff and/or volunteers may begin to question their motives, communication style, work ethic, values, and/or overall interest in or commitment to a cause or profession. TTANW is not responsible for any financial, emotional, or psychological costs or personnel and community partnership/relationship changes during or after the organizational assessment including but not limited to remodeling, repainting, or redecorating programs, or hiring, firing, or resigning of personnel.

Organizational Assessment Questionnaire

The OA questionnaire was created to help TTANW staff collect the most pertinent information on the targeted organization or specified program to help guide the OA appropriately. It may also help leadership think through the specific needs of the organization and how those needs may best be address through the OA. Please fill it out in its entirety as the OA cannot begin until TTANW has received this completed questionnaire back.

On behalf of The Trauma Academy Northwest, LLC staff, thank you for your commitment to your constituents and community and believing in becoming more trauma-informed.

Abe Reichlin, LCSW
Executive Director, Founder

Organizational Assessment Questionnaire

1. Please provide the name and address of the organization/program that is requesting an assessment at this time and the primary contact person for TTANW staff to contact for scheduling purposes and/or additional questions:

2. Please provide a summary of the organization's/program's goals of having an Organizational Assessment completed by TTANW staff:

3. What's your estimated budget for the OA (this can be changed later if need be)?: _____

4. Please rank the following areas of need in order from most (5) to least (1) important:

- _____ Staff-staff communication
- _____ Staff-client interactions
- _____ Ambiance and esthetics of building(s) (lighting, decor, colors, etc.)
- _____ Clients' safety and comfort while using organization's intended services/resources
- _____ Efficiency and effectiveness of management
- _____ Space efficiency or growth opportunity
- _____ Staff providing services with a trauma informed/educated perspective
- _____ Other (be specific):

Please comment or specify any urgent issues from above areas of need (write N/A if none):

5. Number of total staff: _____

Daytime: _____

Overnight: _____

Number of volunteers/month: _____

Average number of clients at any given time: _____

6. Do you have a copy of the building floor plan?

_____ Yes _____ No

7. Does the organization or program rent or own the building that is part of the assessment?

_____ Rent _____ Own _____ Both (if multiple buildings)

8. By what date do you wish/need to begin the assessment (write N/A if no preference)?:

9. By what date do you wish/need to have the assessment completed (write N/A if no preference)?:

10. Does The Trauma Academy Northwest, LLC staff have a release to speak with your staff, clients/patients, and community members regarding target assessment location for the duration of the assessment?

_____ Yes _____ No

Exception(s) (please list names, organizations, or companies, etc.) to release:

Signature of Program Director or Organization CEO, title, and date:
