

Paperwork

1. Agency Name

2. 1) How does the agency's intake paperwork ask about gender?

Mark only one oval.

- Sex with options for M or F
- Gender with options for M or F
- 2- part question: Sex assigned at birth with options for M or F and then Gender with options for M, F, or Transgender
- 2-part question: Sex assigned at birth with options for M, F, or X and Gender with _____

3. 2) Does the agency's intake paperwork ask what gender marker is congruent with insurance documents?

Mark only one oval.

- Yes
- No
- N/A – No insurance billing

4. Does the agency's intake paperwork ask about pronouns?

Mark only one oval.

- Yes
- No

5. How does the agency's intake paperwork ask about the client's name?

Mark only one oval.

- Asks for name, assumption is that will be someone's legal name
- Asks for name, and it doesn't matter what their legal name may be
- 2-part question: Legal name and preferred or claimed name

6. Does the agency's intake paperwork ask which name is congruent with insurance documents?

Mark only one oval.

- Yes
- No
- N/A – No insurance billing

7. Does the agency's intake paperwork include an explicit statement that all identifiers of client's transgender status will be kept confidential?

Mark only one oval.

- Yes
- No

8. Does the agency's intake paperwork include an explicit anti-discrimination policy that includes gender identity and expression?

Mark only one oval.

- Yes
- No

9. Are single-stall bathrooms available to clients?

Mark only one oval.

Yes

No

10. Are all single-stall bathrooms labeled as gender-neutral? (Label can say anything except for gendered language like “Men’s” “Women’s”

Mark only one oval.

Yes

No

Not Applicable- no single stall bathrooms are available

Conflict and Harassment

11. Does the agency have an anti-harassment policy?

Mark only one oval.

Yes

No

12. Does the anti-harassment policy enumerate gender identity and expression?

Mark only one oval.

No

Yes, gender identity

Yes, gender expression

Yes, gender identity and expression

Not Applicable. This agency does not have an anti-harassment policy

13. Does the agency require clients to sign a “Rights and Responsibilities” document?

Mark only one oval.

Yes

No

14. Does the “Rights and Responsibilities” document include a client’s right to be called by their preferred* name and pronouns by staff and other clients?

Mark only one oval.

Yes

No

Not Applicable. This agency does not require clients to sign a “Rights and Responsibilities” document

15. Does the “Rights and Responsibilities” document include a client’s responsibility to call staff and other by their preferred or claimed name and pronouns? (Please note, pronouns should generally not be referred to as “preferred”, and that term is used here to differentiate from pronouns that may be associated with someone's legal gender marker.)

Mark only one oval.

Yes

No

Not Applicable. This agency does not require clients to sign a “Rights and Responsibilities” document

Training

16. Does the staff receive transgender cultural competency training?

Mark only one oval.

Yes

No

17. How often is training provided?

Mark only one oval.

Annually

Biennially (every 2 years)

Every 3-5 years

Not Applicable. The agency does not yet provide training.

18. Do transgender and non-binary employees have the option of skipping the training?

Mark only one oval.

Yes

No

Not Applicable. The agency does not yet provide training.

19. Who is the training provided by?

Mark only one oval.

A professional outside trainer who is transgender

A professional outside trainer who is not transgender

A non-professional outside trainer who is transgender

A transgender employee

Not Applicable. The agency does not yet provide training.

20. Is the training followed by technical assistance to support policy changes?

Mark only one oval.

- Yes
- No
- Not Applicable. The agency does not yet provide training.

Residential Organizations

Skip this section if your agency does not provide housing

21. How is housing assigned for transgender clients?

Mark only one oval.

- Based on sex assigned at birth
- Based on gender identity
- Agency requires transgender clients to stay in a separate, individual room
- Agency provides transgender clients the option to stay in a separate, individual room

22. If client is non-binary or gender nonconforming, how is their housing determined?

Mark only one oval.

- Based on sex assigned at birth
- Based on their preference
- Agency requires non-binary clients to stay in a separate, individual room
- Agency provides non-binary clients the option to stay in a separate, individual room

23. How does the agency address another client feeling uncomfortable living with a transgender person?

Mark only one oval.

- Agency asks transgender client to leave the program
- Agency requires transgender client to move to housing based on sex assigned at birth
- Agency requires transgender client to move to a separate, individual room
- Agency requires the client feeling uncomfortable to move to a separate, individual room
- Agency provides both clients the option to move to a separate, individual room

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