

# LGBTQ+ Organizational Assessment Questionnaire

This **Assessment Questionnaire** is a starting point to begin to assess and analyze how welcoming, inclusive, and supportive your organization is. Complete the Questionnaire to the best of your ability, selecting “yes”, “no”, or “not sure.” Take notes about ideas for improvement, potential barriers, or even questions you have. Then, fill out the Action Plan to implement change.

I. POLICIES			
YES <input type="checkbox"/>	NO <input type="checkbox"/>	NOT SURE <input type="checkbox"/>	a. Do your organizational policies for clients on harassment and discrimination include protections for sexual orientation, gender identity, and gender expression? Do your policies for employees also include this?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	NOT SURE <input type="checkbox"/>	b. Do you affirm clients’ and employees’ gender identity by allowing and supporting them to use the facilities that correspond to their gender identity? <i>(This may include restrooms, locker rooms, living accommodations?)</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	NOT SURE <input type="checkbox"/>	c. For employees, are same gender partners covered in benefits, such as healthcare? Do your parental leave policies cover non-birth and adoptive parents?
Notes:			
II. BEST PRACTICES			
YES <input type="checkbox"/>	NO <input type="checkbox"/>	NOT SURE <input type="checkbox"/>	a. Does your organization take intersections of identity into account when addressing client needs? <i>(This includes, but is not limited to: sexual orientation, gender identity, gender expression, race, ethnicity, skin-color, socio-economic background, cultural upbringing, immigration status, family trauma, health or behavioral health diagnoses, disability.)</i>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	NOT SURE <input type="checkbox"/>	b. Do you have a practice of asking gender pronouns during intakes and in groups?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	NOT SURE <input type="checkbox"/>	c. Do you display materials (such as posters, signs, and magazines) that feature LGBTQ+ individuals, families, culture, and other representations?

YES <input type="checkbox"/>	NO <input type="checkbox"/>	NOT SURE <input type="checkbox"/>	d. Do your staff use non-assumptive language? (For example, asking youth about <b>significant others</b> , instead of assuming boyfriend or girlfriend? Or asking youth to take paperwork home to their <b>families</b> , instead of their <b>mom and dad</b> ?)
YES <input type="checkbox"/>	NO <input type="checkbox"/>	NOT SURE <input type="checkbox"/>	e. Do you make it a priority to ensure that interactions between clients are positive towards LGBTQ+ people? (For example, do you interrupt indirect comments such as “That’s so gay” as well as direct comments like “Don’t be such a fag”?)
YES <input type="checkbox"/>	NO <input type="checkbox"/>	NOT SURE <input type="checkbox"/>	f. When it’s appropriate, do you discuss current events and history that are relevant and inclusive of the LGBTQ+ community?

Notes:

### III. FORMS & PROMOTIONAL MATERIALS

YES <input type="checkbox"/>	NO <input type="checkbox"/>	NOT SURE <input type="checkbox"/>	a. Does your intake paperwork use inclusive, non-assumptive language? (For example: Instead of “ <b>mother/father</b> ” say <b>parent/guardian 1 &amp; 2</b> )
YES <input type="checkbox"/>	NO <input type="checkbox"/>	NOT SURE <input type="checkbox"/>	b. Do you include non-binary and open-ended options for gender on forms? (For example, do you have a line to write in Gender Identity, instead of only Male or Female boxes).
YES <input type="checkbox"/>	NO <input type="checkbox"/>	NOT SURE <input type="checkbox"/>	c. Does your informational and marketing materials (such as flyers, brochures, website, social media) include representations that would indicate a welcoming environment for LGBTQ+ young people? (This may include explicitly have affirming statements towards LGBTQ+ people, featuring same gender couples, etc.)

Notes:

#### IV. ACCOMODATING FACILITIES

YES	NO	NOT SURE	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. If you have single stall restrooms, are they labeled as gender neutral?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. If you have multi-stalled restrooms, do you also have an alternative gender-neutral option available?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. If you are a residential facility, what are your policies on living accommodations? Do you allow clients to stay with the peers of their gender? Do you also have an alternative gender-neutral option available?

Notes:

#### V. BEST PRACTICES: EMPLOYEES & TRAINING:

YES	NO	NOT SURE	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Do you provide <b>staff trainings</b> on LGBTQ+ issues? Are they mandatory or optional? Are they one time, or ongoing?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Does staff have access to the appropriate <b>LGBTQ+ resources</b> to support their clients and supervisees?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Do you have <b>LGBTQ+ employees</b> on staff? Do they feel safe to be out? How do they feel about the overall organizational climate?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Do you have a practice of <b>asking pronouns</b> at staff meetings, in interviews, and other interactions?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. When <b>hiring</b> , do you encourage LGBTQ+ people to apply? How do you demonstrate a welcoming environment to LGBTQ+ candidates during the recruitment and hiring process?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f. Do you ask questions to ensure <b>potential candidates</b> can adequately <b>put biases aside</b> and understand the needs of LGBTQ+ clients?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g. Do supervisors help supervisees <b>analyze what biases</b> might come up for them in their work?

Notes:

# ACTION STEPS

Now that you've completed the **LGBTQ+ Organizational Assessment Questionnaire**, now it is time to plan and take action! Remember the resources in this Toolkit, the LGBTQ+ Resource Guide, and of course, your local LGBTQ+ serving agencies!

## I. POLICIES

Next Steps:

## II. BEST PRACTICES

Next Steps:

### **III. FORMS & PROMOTIONAL MATERIALS**

Next Steps:

### **IV. ACCOMODATING FACILITIES**

Next Steps:

### **V. BEST PRACTICES: EMPLOYEES & TRAINING:**

Next Steps: