

LGBT WELCOMING AND INCLUSIVE SERVICES CHECKLIST

YES	NO	AGENCY POLICIES AND PROCEDURES
		We have a nondiscrimination policy for staff members
		We have a nondiscrimination policy for clients
		Our mission statement is inclusive
		We offer domestic partner benefits to LGBT employees
		Client confidentiality policies include how to deal with LGBT people who do not want information about sexuality or gender on their records
		Our sexual harassment policy includes LGBT issues
		We have a procedure for staff or clients to grieve issues of discrimination based on sexuality and/or gender
		Written notice is given to clients about when and for what reason information about them may be disclosed to a 3 rd party
		STAFF TRAINING/CONDUCT
		All staff get basic training on LGBT people and issues at least once
		Some staff get advanced training
		At least one staff member has expertise in working with LGBT clients
		All staff treat LGBT clients with respect and honor confidentiality
		Staff members know how to intervene when clients act in discriminatory manner to LGBT clients
		INCLUSIVE LANGUAGE: FORMS/ASSESSMENTS/TREATMENT
		Written forms have inclusive language and encourage disclosure
		Assessments are inclusive and encourage discussion of whether gender or sexuality issues need to be addressed in treatment
		Case management, treatment, and aftercare plans include issues related to sexual and gender if appropriate
		Staff members get a sexual history from all clients
		Treatment groups, social activities, and all aspects of the program are "safe" for LGBT clients
		VISIBILITY OF LGBT PEOPLE AND ISSUES
		We advertise employment opportunities in LGBT publications
		We have openly LGBT people on staff
		We have openly LGBT people on the board of directors
		We have openly LGBT people as volunteers, sponsors, mentors
		Our nondiscrimination policy that includes LGBT is prominently displayed
		LGBT clients' families are included in family days/events
		LGBT issues are discussed in treatment groups when appropriate
		Posters, pamphlets, magazines, and other materials reflect our LGBT clients
		We do outreach/market our services to local LGBT communities
		RESOURCES AND LINKAGES
		We have checked our referral sources to make sure that they are LGBT-sensitive
		We have linkages to our local LGBT community
		We screen guest speakers, volunteers, mentors, sponsors, etc, to make sure they know that we are welcoming and inclusive of LGBT people

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