

TIE Toolkit

Tools Included in the TIE Series:

TIE Logic Model

The *TIE Logic Model* lays out the overarching goal and short, mid, and long-term objectives that are expected to be achieved as a result of organizational implementation of the TIE Series. These objectives will be evaluated in the *TIE Assessment* and *TIE Curriculum Assessment*, in order to assess the impact of TIE.

TIE Assessment

The *TIE Assessment* is based on best practices in line with Trauma Informed Principles, the Professional Quality of Life Measure (for burnout, secondary trauma, and compassion fatigue) and the Gallup 12 (which measures staff engagement). The tool includes 70 questions that directly relate to the TIE Objectives. This assessment will be completed online by all staff prior to starting the TIE Courses, as a baseline measurement (pre-assessment). This same assessment tool will be utilized again six months after the TIE Series is completed as a post-assessment. It can also be implemented in an ongoing fashion (i.e., annually) as a follow-up assessment to evaluate long-term progress. Aggregate assessment results will be provided to the leadership team in order to help chart future initiatives and improvement efforts.

TIE Curriculum Assessment

The *TIE Curriculum Assessment* was developed in order to assess content understanding and knowledge acquisition. All of the individual TIE Courses include specific objectives and have corresponding quiz questions at the end of each section to ensure those objectives were met. Participants receive an individual score for each course quiz.

Thrive Workbook

The *Thrive Workbook* (downloaded during Thrive Training) contains specific action items related to the Thrive Training, including: Physical, social, and mind health, vision, values, and positive mindset. Participants will record their ideas in the workbook while taking the Thrive Training. Portions of this material (indicated with "🗨️") may be collected by the leadership team to guide discussions and develop a Trauma Informed Organization Action Plan. Other sections of the workbook include responses that will be kept private (indicated with a "🔒"); however those sections include main concepts that leaders may generally like to discuss within team meetings or supervision.

Leadership Workbook

The *Leadership Workbook* (downloaded during Trauma Informed Leadership Training) contains specific action items related to the Trauma Informed Leadership Training, including: Integrity, positive regard, engagement, accelerators, and trauma-informed supervision. Leadership participants (staff does not take this training) will record their ideas in the workbook while taking the Trauma Informed Leadership Training. This material (all of which may be shared/collected) can be combined by the leadership team to guide the development of a Trauma Informed Organization Action Plan.

Trauma Informed Care Workbook

The activities within the *Trauma Informed Care Workbook* (downloaded during Trauma Informed Care Training) will support staff in developing action items to implement various types of robustness goals and techniques with their clients. Participants will record their ideas in the workbook while taking the Trauma Informed Care Training - any of this material may be utilized during individual/group supervision to guide client care.

TIE Discussion Guides

The *TIE Discussion Guides* relate to the material covered in the workbooks and courses. Leaders may wish to use some or all of these as a part of team conversations about the material. These questions were designed to engage staff on the concepts covered in the courses, without requiring them to share all of their specific workbook activity responses.

Trauma Informed Organization Action Plan Template

The *Trauma Informed Organization Action Plan Template* was developed in order to guide implementation of TIE for organizational change. This template is provided to help leadership teams prioritize action items, stay focused on specific tasks, and monitor progress.

TIE Proctoring

Coldspring Center offers various levels of additional support (in the form of in-person meetings or webinars) for organizations that want guidance related to: understanding TIE assessment results, implementing TIE action items, developing TIE policies/procedures, improving staff well-being, communicating TIE results to staff, etc. Download *TIE Proctoring* to learn more.

TIE Completion Report / Certificates

The leadership team will receive periodic completion reports, in order to monitor staff's progression through the TIE Series. Once all employees have completed the training, the organization and/or system of care will receive a TIE Organization/System Certification and the associated TIE Logo to demonstrate that the Trauma Informed Series is complete organizationally. There will be a yearly process to recertify the TIE Organization/System Certification. This will include assuring that new staff and board members have completed the TIE Series within one year of their hire/start date.

Each participant will receive a Trauma Informed Excellence Certificate upon completion of the TIE Series. In addition, Continuing Education Credits from the National Association of Social Workers Colorado Chapter will be available to those who qualify and complete necessary paperwork.