

## **Client information-- intake form**

Date of intake

Spectrum program

Name client uses

Name on clients birth certificate/identity documents

Clients birthdate

Clients gender identity

Clients assigned sex at birth

Clients pronouns

If client is trans or questioning- the following notes should be taken during a private conversation:

### **1. Ideal scenario**

What are goals for gender affirmation? Which goals have or have not been met?

- Social transitioning: self discovery, community belonging, name, pronouns, gender
  
- Appearance: clothing, gender gear (packers, binders, breast forms, gaffs, makeup, haircuts, wigs, etc.)
  
- Medical transitioning: established trans affirming healthcare, HRT, plans for surgery?

**2. Privacy- consent for communication**

Language to use when communicating with other staff members:

Gender	Pronouns	Name

Language to use when communicating with parents:

Gender	Pronouns	Name

Language to use when communicating with client's employers:

Gender	Pronouns	Name

Language to use when communicating with other clients:

Gender	Pronouns	Name

On a scale of 1-10 how supportive are the people in your life?

Are there any terms SHOULD NOT use in reference to you in conversation?

In the case of others misgendering/deadnaming in your presence, what is your comfort level for staff to correct?

What (nonverbal or verbal) signal would be best to express your need for additional support?

The following is to be discussed with other staff working directly with the youth

**Staff communication plan:**

What are some expectations in the event that the client is feeling unsafe?

What is the plan for keeping names/pronouns/gender markers updated and communicated with other staff? (updating records on foothold? I drive?) Who will be responsible for keeping these updated? How will this support plan be monitored over time?

How will instances be handled when the wrong name/pronouns are used by staff members? Peers? What is the comfort level of correction while in the space vs outside of the space?