Rollout of Data Collection on Sexual Orientation and Gender Identity

1. Review Supportive Policies and Procedures
   - Review existing internal agency policy and procedure enumerated language that covers all SOGIE
   - Review any policies and procedures that address SOGIE or LGBTQ+ identities
   - Review latest Federal/State standards that impact SOGIE data collection (AFCARS, PREA, etc.)
   - Draft edits to policy and procedure
   - Draft LGBTQ/SOGIE specific Practice Standards (purpose, scope (age), timing, use of SOGIE data collection)
   - Gather stakeholder feedback

2. Assess What Elements in Current Database Need Revision
   - Assess SOGIE data field location (should be with other demographics but with more protections around privacy)
   - Ensure privacy of SOGIE data fields, need for password protection, privacy considerations for people under 18 or over 18 with guardians
   - Decide SOGIE data field access and confidentiality (who can complete, view, share)
   - Develop SOGIE data field questions (including pronouns, see report for recommendations)
   - Consider SOGIE data format options (ability to select “asked but chose not to answer,” to select more than one option, and to fill in a word not listed)

3. Make Needed Changes to Database for a Small Pilot Sample
   - Make worker to database interface considerations (e.g. ease of finding SOGIE data fields, reminders to complete fields, privacy settings to ensure that fields are not printable)
   - Facilitate feedback from youth and workers on database changes
   - Review of database & data collection options to plan for sustainability

4. Develop Training on SOGIE Data Collection Needs and System
   - Require SOGIE 101 (and social identity 101) as prerequisite or as part of training
   - Create curriculum focused on why SOGIE data collection is important, incorporating youth voice (as facilitators, in videos, etc.)
   - Develop directives on confidentiality, privacy, informed consent, non-discrimination policy, trauma-informed approach (“choice and voice”)
   - Require supervisors to participate and attend break out session on reflective listening/support
   - Gather feedback from workers on structure + logistics of training

5. Pilot New Procedures in Small Jurisdiction
   - Encourage agency units to participate together so workers have supervisor support and consistent expectations
   - Gather quantitative and qualitative feedback from workers in pilot through surveys and focus groups
   - Follow workers participating in SOGIE data collection and entry in database to track progress (*not for performance purposes)
   - Consider differences in population and resources for replication/roll out
   - Dedicate funding for ongoing implementation of training, coaching, technical assistance
   - Practice standard edits and database edits/review

6. Collect Data on Pilot to use for Full-Scale Rollout
   - Confirm Practice Standards, policy, and procedure based on pilot feedback and data
   - Make final database edits based on pilot feedback and data
   - Create final training curriculum edits based on pilot feedback and data
   - Gather stakeholder recommendations
   - Gather feedback from workers on structure + logistics of training
   - Consider SOGIE data field options (ability to select “asked but chose not to answer,” to select more than one option, and to fill in a word not listed)
   - Review existing internal agency policy and procedure enumerated language that covers all SOGIE
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   - Draft edits to policy and procedure
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Considerations:
- Review Supportive Policies and Procedures
- Assess What Elements in Current Database Need Revision
- Make Needed Changes to Database for a Small Pilot Sample
- Develop Training on SOGIE Data Collection Needs and System
- Pilot New Procedures in Small Jurisdiction
- Collect Data on Pilot to use for Full-Scale Rollout