

## WORKING WITH TRANSGENDER INDIVIDUALS

Affirmation through service provision and documentation

### Transgender people are more likely to:

- Be fired or denied a job
- Face harassment or bullying
- Be denied housing or access to a shelter
- Be denied access to healthcare
- Experience harassment or violence

### Why does this matter?

DHS is committed to ensuring a welcoming, respectful, and supportive environment for all children and families. It is the policy of DHS that all individuals be treated in a manner consistent with their self-determined gender identity or gender expression, regardless of sex assigned at birth. (See policy: DHS|OHA 010-021 "Gender Identity and Expression Policy for Employees")

### What does transgender mean?

Transgender is an umbrella term that can be used to describe people whose gender identity or gender expression is different from their sex assigned at birth.

### Ways To Support:

**Wear buttons or display other items that send a message of inclusivity. These symbols demonstrate that you may be a safe person.**

**Always use the name and pronouns with which the person identifies, even if they are not around. Don't know? Just ask.**

**Add your pronouns to your email signature and offer your pronouns when introducing yourself.**

**Ask for permission to share gender status and sexual orientation information. Do not "out" youth or adults to anyone without explicit consent.**



## Documentation

### Ask for correct names and pronouns with every family.

All narratives in DHS documentation should use the individual's correct name and pronouns with the individual's permission. There may be circumstances where an individual is not "out" to family or community members. Always ask the individual how they want their name/pronouns to be reflected in DHS documentation. In the first sentence of each narrative, include a reference to the legal name. For example:

*"Caseworker Smith met with Mr. Samuel Doe (Correct Name: Samuel Doe, Correct Pronouns: He/Him; Legal Name: Samantha Doe) in the family's home."*

*"I met with Dion (Correct Name: Dion Jackson, Correct Pronouns: They/Them; Legal Name: Robin Jackson) in the DHS office."*

**Correct Name:** The name by which the individual identifies. This could change over time. If a person has a correct name different from their legal name, be sure to ask how they want the name to be documented.

**Correct Pronouns:** The pronouns by which the individual identifies.

**Legal Name:** The name used on state issued documents