



Cultural Responsiveness Toolkit Addendum:

How to Use Within Your Agency

The Cultural Responsiveness toolkit was funded by the Missouri Department of Mental Health (DMH) project through the SAMHSA-funded Missouri Transition Age Youth Local Engagement and Recovery (MO-TAY-LER) grant. This toolkit was designed to be used by a broad range of professionals who work with transition age youth (age 16-25). Specific guidance that follows was created for DMH-contracted providers that support young people to live their fullest lives.

This toolkit can be used in a variety of ways:

Team Process: Direct care program staff read the toolkit individually and Team Lead/Supervisor facilitates ongoing discussion and group activities in team meetings. Staff read one section/week for 12 total weeks or read two sections/week for 6 total weeks. Agency “youth champions” may facilitate group activities in place of direct supervisors. Consider for entire teams such as: Assertive Community Treatment-Transition Age Youth (ACT-TAY), Youth and/or Adult Community Psychiatric Rehabilitation (CPR), or other programs that have youth and young adult participants.

Professional Development for Individual Staff: Incorporate toolkit into required training or onboarding for staff who work with youth and young adults. Reading is assigned to staff during their onboarding, with the expectation that they use routine supervision for questions and to process learnings.

Lunch-and-Learn: A team member or supervisor leads a series of lunch-and-learn sessions to facilitate the group activities, with sections of the toolkit assigned to be read prior to the events. This could include staff in clinical, administrative, and leadership roles.

Strategic Planning: Using the select worksheets on policies and practices, agency leadership conducts baseline assessment of organizational cultural responsiveness. Responses will help leadership to identify areas for improvement and either develop action steps that align with your strategic plan or update your strategic plan to include commitment to cultural responsiveness.

Incorporate into Hiring Practices: Assign toolkit reading to agency staff who conduct interviews and/or are responsible for posting job and internship opportunities. Use principles outlined in toolkit to update your agency’s interview questions for positions that interact with youth and young adults. Update, as appropriate, staff recruitment strategies to attract candidate that reflect characteristics of the youth and young adults your agency serves.

For access to the toolkit please visit <http://motayler.mimh.edu/>

The toolkit is intended to be an evolving document. If you want to make any changes or edits, please email Shannon Smith – MO TAY LER Project Coordinator at ssmith@bhnstl.org