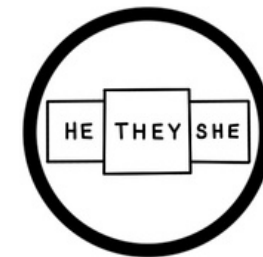




The caveat at the top of the intake form assures survivors that they can write down their chosen name instead of their dead name.



Open-ended demographic collection about gender relieves survivors of all gender identities from the pressure to fit in a box, or to check their assigned sex at birth instead of their gender identity.

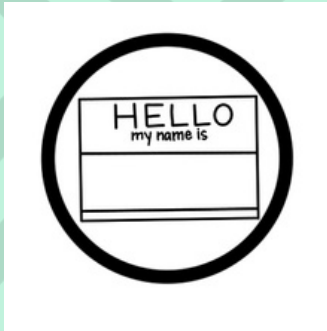


Ask pronouns to ensure that you are gendering all clients correctly from the moment they come in the door or call the hotline.

Your Information	
(This can be any name you go by or want to be addressed as - this does not have to be the name you were assigned at birth)	
Name	
Date of Birth	
Gender	
Pronouns	
Phone Number(s)	Is it safe to contact you at this number?
Safe Contact Person	Name: Phone Number
Race/Ethnicity	
Address	
City	
State	
Zip Code	
Employer	
Primary Language	



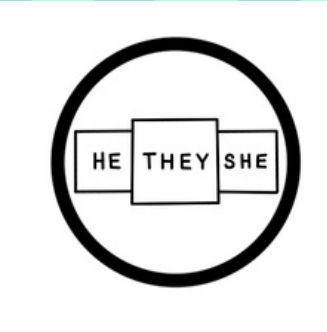
Not everyone refers to the person who harmed them as their abuser. Keeping this language behaviour focused instead of term-focused can be a helpful tool during intake.



Some intake forms ask survivors to list their harmdoer's name and any alias names they may have, a common term used in court documentation systems. The criminal legal system holds trauma for many marginalized communities, including queer and trans communities. Keeping this open ended takes the emphasis off a criminal-legal response.



Open-ended demographic collection about gender relieves survivors of all gender identities from the pressure to fit in a box, or to check their assigned sex at birth instead of their gender identity.



Ask pronouns to ensure that you are gendering their harmdoer correctly.



Asking about protective orders at the very bottom can help to challenge the assumption of criminal-legal response as the first/most normal response to domestic violence, when it may not feel like the safest option for queer and trans survivors.

The Information of the Person Who Harmed You	
(This can be the name they go by, which is not necessarily the name they were assigned at birth)	
Name	
Date of Birth	
Gender	
Pronouns	
Phone Number(s)	
Race/Ethnicity	
Address	
City	
State	
Zip Code	
Employer	
Primary Language	

Identifying Characteristics of Person Who Harmed You			
Height		Vehicle Make	
Weight		Vehicle Model	
Hair		License Plate	
Eyes		Weapons	
Tattoos		Prior Protective Order?	

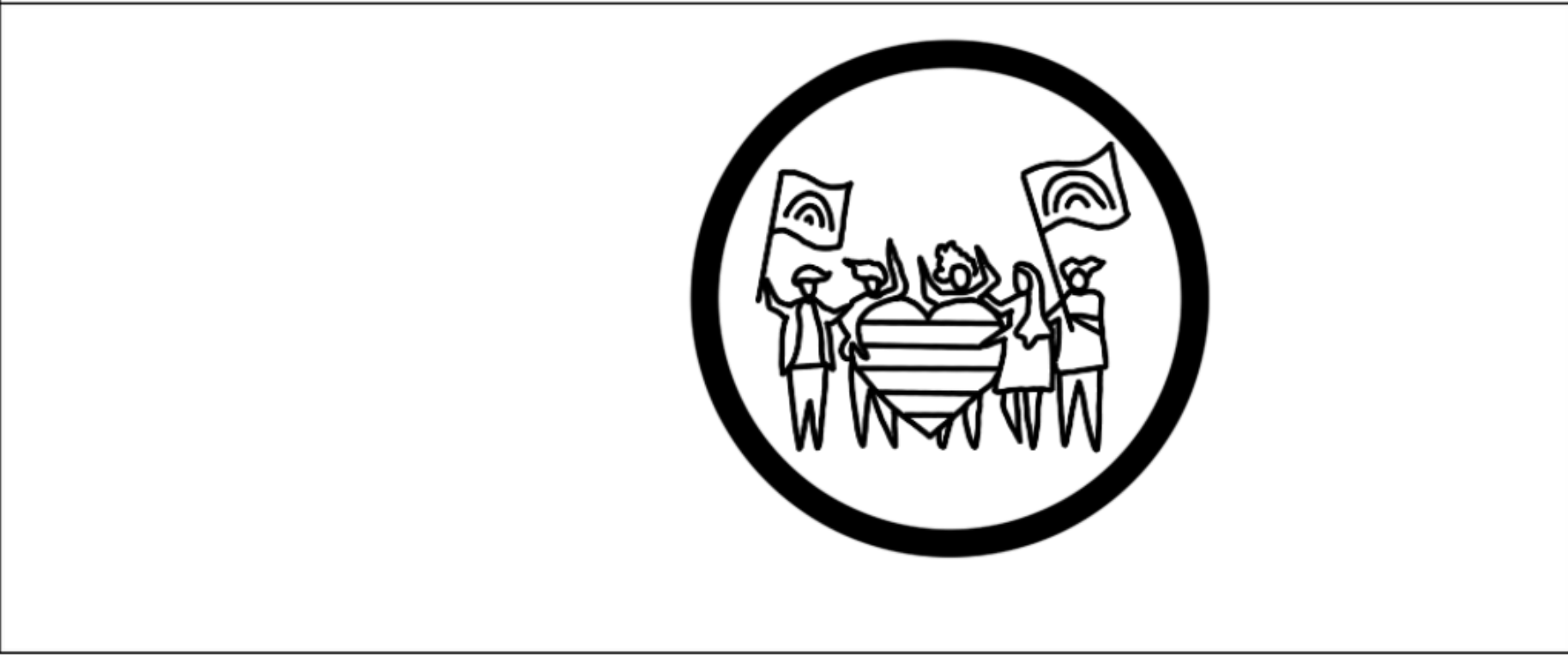
FAMILIES IN QUEER AND TRANS COMMUNITY MAY BE CREATIVE AND NON-TRADITIONAL. CHOSEN FAMILY HAS BEEN A CRITICAL TOOL FOR QUEER AND TRANS FOLKS WHO WERE REJECTED BY THEIR BIRTH FAMILIES. CONSIDER ASKING ABOUT SURVIVORS' CHILDREN AT INTAKE IN A WAY THAT AFFIRMS ALL TYPES OF FAMILY FORMATIONS.



Are you the parent or caregiver of any children? These children could be biological, adopted, fostered, stepchildren, or another chosen family formation.

Name of Child	Child Pronouns	Date of Birth





Are you concerned about the health, wellbeing, or safety of any of these children? This could be related to the situation with the person who harmed you, or could be general concern for things like food, shelter, and clothing for your children. Feel free to elaborate below on anything you feel comfortable sharing about your children.



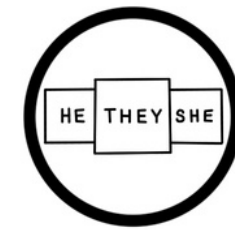


Trans and gender non-conforming survivors may have had to leave behind, or have had taken from them, gender-affirming apparel that is critical to their survival and can mitigate their experiences of dysphoria. This form can help you assess which items might be helpful to your client.

What are some things you need from staff, or need assistance in obtaining? Please check all that apply, and feel free to write more details about items needed on the back of this sheet. _____

Item	I would like this	I need this	My safety is compromised without this
Razor			
Makeup 			
Wig/wig glue			
Binder			
STP device			
Clothing/Shoes 			
Medications/Hormones/ Medical Supplies 			
Dilators			
Court papers/documents 			
Packer			
Gaff			
Breastforms			
Other			

This form was adapted from a form created by Max McMurphy, LGBTQ Specialist at Helpmate, Inc.








Queer and trans folks may be out in some spaces and not in others. It is possible they may only be comfortable being out to you. This form can help you to check in about if they would feel safer with a different name or pronouns being used, depending on who they are interacting with in their service seeking journey.

WHAT SHOULD I CALL YOU?	What name do you want to use with....	What pronouns do you want to use with...	What gender identity do you want to use with....
Other agency staff			
Community referral:			
Your emergency contact			
Any other people in your support network who are involved in your journey			
Medical professionals involved in your journey			
Your employer			
Criminal/legal actors (e.g. police, judge)			

Consider including COVID-19 specific abuse tactics on your intake form.

Note the icons that indicate queer and trans specific abuse tactics. These can be helpful to add to an intake assessment as well, to affirm queer and trans survivors' unique abuse experiences as real and valid.



Have you experienced any of the following behaviors from the person who harmed you? Please mark as many as you feel comfortable in the boxes provided to the left.		
<input type="checkbox"/>	Has been physically violent towards you or your children	<input type="checkbox"/> Has threatened suicide
<input type="checkbox"/>	Has physically intimidated you	<input type="checkbox"/> Has threatened to kill you
<input type="checkbox"/>	Has stalked, followed or harassed you	<input checked="" type="checkbox"/>  Has threatened to out you to your employer
<input type="checkbox"/>	Forces/ pressures you to have sex or into sexual acts you do not want to do	<input checked="" type="checkbox"/>  Has restricted access to necessary medications, including hormones
<input type="checkbox"/>	Destroys your property or threatens to hurt your pets	<input checked="" type="checkbox"/>  Has restricted access to clothing or other necessary apparel, including gender-affirming items
<input type="checkbox"/>	Has the physical violence increased in frequency over the past year?	<input checked="" type="checkbox"/>  Has restricted access to personal protective equipment, or other COVID-19 safety measures
<input type="checkbox"/>	Has choked you	<input checked="" type="checkbox"/>  Has pressured you into environments where you are at a higher risk for COVID-19
<input type="checkbox"/>	Takes your money or refuses to give you money for necessary expenses	<input type="checkbox"/> Has threatened to call ICE/have you deported
<input type="checkbox"/>	Has intimidated you with guns, knives or other weapons	<input type="checkbox"/> Has threatened to cut off your health insurance or other necessary services for whom they are the account holder
<input type="checkbox"/>	Has guns or other weapons	<input type="checkbox"/> Has made you feel like you can't leave them because they live with a disability or chronic illness and you are their primary caretaker
Other Behaviors not Listed:		
<input type="checkbox"/>		
<input type="checkbox"/>		



Storytelling has historically served as a powerful narrative communication tool in many marginalized communities. Consider providing a large open-ended section for survivors to share their stories in any way that may feel affirming for them.

This space is for you to tell as much as you feel comfortable sharing about what has been happening that brought you to seek services.

Some survivors may feel more comfortable speaking aloud in more of an interview setting for intake, and some may just want a quiet space to fill out a form. There are a multitude of concerns and barriers that queer and trans survivors may have experienced to make it to your agency to seek services. Being flexible and adaptive on how intake is conducted can be a helpful tool to making them as comfortable and empowered as possible.

Notes from advocate conducting intake (allow client option to fill out form on their own or to offer information in an interview):

