

Intimacy Matters™ Academy

Track 5

Organizational Policy & Compliance

From Training to Organizational Implementation

Track Overview

Policies alone do not create safe, person-centered organizations.

Organizations become successful when policies, leadership, staff practices, environmental supports, documentation, and quality assurance all work together.

Track 5 provides agencies with a complete implementation framework for integrating sexuality education and healthy relationship supports into everyday operations while maintaining compliance with applicable regulations, ethical standards, and organizational values.

Participants will leave with practical tools, templates, audits, and action plans that can be customized to meet the needs of their agency.

Learning Outcomes

By the completion of Track 5, participants will be able to:

- Develop comprehensive sexuality-related policies.
- Evaluate organizational environments for privacy and dignity.
- Measure staff competency.
- Improve documentation practices.
- Respond appropriately to sexuality-related incidents.
- Utilize Human Rights Committees effectively.
- Implement ongoing quality assurance processes.
- Conduct annual organizational reviews and continuous improvement planning.

Module 1

Policy Development

Purpose

Policies create consistency.

They protect:

- Individuals receiving services
- Staff
- Families
- Leadership
- The organization

Policies should clearly communicate expectations while supporting dignity, human rights, informed choice, and safety.

Policy Topics

Participants develop or review policies related to:

- Dating
- Healthy Relationships
- Consent
- Privacy
- Bedroom Access
- Roommate Relationships
- Sexual Expression
- Masturbation
- Internet Safety
- Social Media
- LGBTQ+ Inclusion
- Marriage
- Pregnancy
- Contraception
- STI Education
- Sexual Abuse Prevention
- Documentation
- Reporting Requirements
- Staff Boundaries
- Transportation
- Community Activities
- Visitors

Workshop

Participants complete a policy gap analysis.

Questions include:

- Do we already have this policy?

- Is it current?
- Is it person-centered?
- Does it unnecessarily restrict rights?
- Does it align with organizational values?

Deliverable:

Agency Policy Improvement Plan

Module 2

Environmental Assessments

Purpose

The physical environment should promote dignity, privacy, independence, and healthy relationships.

Assessment Areas

Participants evaluate:

Residential Homes

- Bedroom privacy
- Bathroom privacy
- Locking procedures
- Visitor space
- Private conversation areas
- Shared bedrooms
- Personal storage

Day Programs

- Confidential meeting space
- Privacy during medication administration
- Staff conversations
- Personal phone use
- Relationship education areas

Community Supports

- Transportation privacy
- Community outings
- Public dignity
- Confidential discussions

Workshop

Complete an Environmental Privacy Audit.

Develop recommendations for improvement.

Module 3

Staff Competency

Purpose

Policies cannot succeed without competent staff.

Participants learn how to evaluate whether staff possess the knowledge, skills, and confidence needed to support healthy sexuality.

Competency Areas

Understanding:

- Human Rights
- Consent
- Privacy
- Relationships
- Documentation
- Abuse Reporting
- Professional Boundaries
- Communication
- Person-Centered Thinking

Workshop

Participants develop:

- Staff orientation requirements
- Annual competency assessments
- Coaching plans
- Performance expectations

Module 4

Documentation

Purpose

Documentation should demonstrate person-centered support while protecting individual privacy and organizational integrity.

Topics

Objective documentation

Supporting versus restricting

Documenting:

- Education provided
- Individual choices
- Support plans
- Relationship discussions
- Incidents
- Referrals
- Team meetings
- Human Rights Committee decisions

Documentation Lab

Participants review documentation examples.

Identify:

- Appropriate documentation
- Judgmental language
- Missing information
- Confidentiality concerns

Rewrite documentation using person-centered language.

Module 5

Incident Response

Purpose

Leaders must respond consistently, ethically, and promptly to sexuality-related concerns while protecting the rights and safety of everyone involved.

Topics

Responding to:

- Allegations
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Sexual abuse

Consent concerns

- Boundary violations
- Public sexual behavior
- Online exploitation
- Pregnancy
- STI disclosures
- Relationship conflicts
- Family complaints

Workshop

Participants complete incident simulations.

Discuss:

Immediate response

Documentation

Notification requirements

Follow-up actions

Prevention planning

Module 6

Human Rights Committee

Purpose

Human Rights Committees should support individualized decision-making rather than automatically restricting rights.

Topics

Role of the committee

Reviewing restrictions

Least restrictive alternatives

Balancing:

Safety

Rights

Choice

Dignity

Quality of Life

Case Review

Participants conduct a mock Human Rights Committee meeting.

Review:

A request for privacy

A dating relationship

Bedroom access

Family disagreement

Protective supervision

Determine:

Recommendations

Documentation

Review schedule

Module 7

Quality Assurance

Purpose

Quality Assurance ensures policies are consistently implemented—not simply written.

QA Indicators

Staff competency

Policy compliance

Privacy observations

Relationship supports

Documentation accuracy

Training completion

Incident trends

Individual satisfaction

Family feedback

Corrective actions

Workshop

Develop a quarterly Quality Assurance monitoring system.

Participants build:

QA scorecards

Observation tools

Leadership dashboards

Corrective action plans

Module 8

Annual Organizational Review

Purpose

Organizations evolve.

Policies should evolve with them.

Annual reviews help agencies remain person-centered, legally informed, and responsive to the needs of individuals receiving services.

Annual Review Includes

Policy updates

Training completion

Competency results

Incident analysis

Family surveys

Individual satisfaction

Environmental audits

Quality Assurance findings

Leadership goals

Strategic planning

Final Workshop

Participants complete the

Intimacy Matters™ Organizational Implementation Plan.

The plan includes:

Mission Statement

Vision Statement

Leadership Commitment

Policy Timeline

Staff Education Calendar

Environmental Improvement Plan

Quality Assurance Schedule

Annual Review Calendar

Family Education Strategy

Individual Education Strategy

Continuous Improvement Goals

Resources Included

Every organization receives:

Leadership Resources

✓ Organizational Readiness Assessment

✓ Implementation Roadmap

✓ 90-Day Action Plan

✓ Policy Development Guide

Policy Resources

- ✓ Comprehensive Sexuality Policy Manual
- ✓ Dating Policy Template
- ✓ Consent Policy
- ✓ Privacy Policy
- ✓ Internet Safety Policy
- ✓ Relationship Support Policy
- ✓ Incident Response Policy

Staff Resources

- ✓ Staff Competency Checklist
- ✓ Annual Skills Assessment
- ✓ Coaching Observation Tool
- ✓ Orientation Checklist
- ✓ Staff Self-Reflection Worksheet

Environmental Resources

- ✓ Privacy & Dignity Environmental Audit
- ✓ Residential Assessment Tool
- ✓ Day Program Assessment Tool
- ✓ Transportation Assessment Tool

Documentation Resources

- ✓ Progress Note Templates
- ✓ Incident Report Templates
- ✓ Human Rights Committee Forms
- ✓ Consent Documentation Guide
- ✓ Relationship Support Documentation Templates

Quality Assurance Resources

- ✓ Quarterly QA Audit Tool
- ✓ Leadership Dashboard
- ✓ Compliance Checklist
- ✓ Annual Review Forms
- ✓ Corrective Action Plan Template

Final Certification Project

Each participating organization develops and presents a comprehensive implementation plan demonstrating how it will integrate person-centered sexuality supports throughout its policies, practices, training, quality assurance activities, and organizational culture.

Upon successful completion, organizations receive recognition as an:

Intimacy Matters™ Prepared Organization

This designation reflects a commitment to supporting healthy relationships, respecting human rights, promoting dignity, and implementing person-centered sexuality supports through policies, education, leadership, and continuous quality improvement.