**Agency Values Procedure**: Stakeholder Input

**Goal:**

Tiered Agency will assist stakeholders in choosing and establishing the agency’s life values. *This can be done in a house meeting, or during an all staff meeting.*

**Materials Needed:**

* Values List

**This activity is designed to:**

* Establish life values of the agency
* Allow both staff and individuals to have input on the life values

**Implementation Procedure:**

1. Provide staff members a list of core values and ask them to select the 10 that are most important to them
	1. House Managers provide list at monthly staff meeting
2. Briefly discuss some of the choices from staff
	1. Ask staff if they would like to share what some of their choices were and explain why they chose this value.
3. Tell staff members to look at the list of core values again and select the 3 that are the most important to them
4. *Repeat steps 1-3 with supported individuals*
	1. House Managers/Staff provide to supported individuals
		1. Staff should assist, as needed, with reading, defining words, and helping individuals in making their selection
5. Collect all lists and find top 3-5 life values as chosen by staff and supported individuals

*Choosing Life Values from gathered input (TO BE COMPLETED AFTER THE DEFINING EXPECTATIONS WORKHSOP)*

1. **A-Team Committee:**
	1. identify the top 3-5 life values
	2. using the **MATRIX**, list out the different environments of their agency along the top (ex. office, homes, community, vehicles, programs)
	3. using the **MATRIX**, list the top 3-5 values on the left side
	4. using the **MATRIX**, create simple, TO-DO examples of how these values may manifest in the given environment
		1. Ex: *Choice* in *Homes:* team members allow for individuals to make meaningful decisions about their day