

SOS Program Checklist

Initial Planning

- Assemble implementation team and determine roles and responsibilities
 - Who will coordinate faculty/staff training?
 - Who will coordinate communication with/training of parents?
 - Who will facilitate SOS Program in classroom?
 - Who will facilitate depression screening?

- Review SOS Program materials (in box and online). Utilize the 90-minute online training www.sosplanprepareprevent.org

- Consider scheduling and logistics
 - Which students will receive the program first (e.g. 9th grade health classes)?
 - What alternative setting will be available for students who opt-out?
 - Where can posters be placed throughout the school?

- Designate date(s), times, and locations for student implementation and plan for altering class schedules as needed

- Determine screening option (anonymous or identified) and plan for follow-up with students
 - Who will review screening forms and student response cards to identify students for follow-up?
 - Who will meet with students, contact parents and facilitate referrals?
 - Who will handle emergencies?
 - How will documents be secured?
 - Where will staff meet with individual students?

- Review and update school policies. Utilize the [Model School District Policy on Suicide Prevention](#) to consider updates to your school policies

- Plan for crises/emergencies. Notify your crisis team/mental health assessment facility/emergency room that you will be implementing a universal suicide prevention program so they can plan for possible assessments

- Contact community mental health providers to enlist their support. Verify referral procedures, waitlists, sliding scale fees, and information for the uninsured. Utilize SAMHSA's locator at www.findtreatment.samhsa.gov to identify additional mental health resources in your community. Update your referral list so parents will have most current information

Faculty/Staff Training

- Host a staff training for all teachers and support staff. Don't forget coaches, lunch staff, bus drivers, custodians, etc. Utilize the *Training Trusted Adults* video and discussion guide to introduce

the SOS Program and train faculty and staff to respond to students in need (see Faculty/Staff Training Checklist)

Parent Outreach

- Host a parent night to introduce the SOS Program and teach parents warning signs, risk factors, and how to seek help for their child (See Parent Night Checklist)**
- Seek parental permission (active or passive consent). Include parent newsletter, parent screening form and referral resources with permissions slip.**
- Encourage parents to visit the SOS Parent Portal where they can take part in an online training from the comfort of home. Parents can watch the *Training Trusted Adults* video, learn about warning signs and what to do if they are worried about their child, and connect to national suicide prevention resources**

Implement the SOS Program with Students

- Introduce the SOS Program to students, show video, facilitate discussion, and direct students to complete depression screening and student response cards. Distribute program supplemental materials to reinforce programs message (wallet cards, newsletters, stickers, handouts, etc.)**

Follow Up with Students

- Let students know that staff will follow up with them based on their screening forms (if conducting identified screening) and student response cards, but that any student who has an urgent concern should approach staff immediately**
- Review screening forms and/or student response cards and follow up with students as needed**
- Follow school's procedure for contacting parents and facilitating referrals. Document all steps taken and recommendations given**

Debrief and Plan for Next Time

- Encourage students, teachers and parents to provide feedback**
- Review checklist and discuss successes and areas for improvement next time**
- Complete the SOS Program Evaluation ([link](#)). Your feedback helps us continually update the program and ensure that we are reaching students in need. Thank you!**