



Signs of SUICIDE

A STATEWIDE INITIATIVE OF

THE KENTUCKY CABINET FOR HEALTH AND FAMILY SERVICES

Suicide Prevention Team through federal youth suicide prevention grant funding.



Signs of Suicide (SOS) Program Application and Memorandum of Agreement

The Kentucky Cabinet for Health and Family Services (CHFS) Suicide Prevention Team is pleased that your school district is requesting our support to educate and heighten awareness of suicide prevention information with your students and the surrounding community. Through the implementation of this Substance Abuse and Mental Health Services Administration (SAMSHA) Evidence-Based Practice Program in your community, and training non-mental health professionals with the best practice suicide prevention program—Question, Persuade, Refer (QPR)—you are helping to reduce the number of Kentuckians that are lost each year to suicide death.

In order to receive materials for a SOS event in your school, fax or email this completed form to Jan Ulrich at CHFS Suicide Prevention. If you have any questions, please contact **Jan** at jan.ulrich@ky.gov.

Confirmed Date/Times of

CHFS Suicide Prevention meeting with School Implementation Team: _____

Confirmed Date/Times of QPR Training: _____

Confirmed Date/Times of SOS program implementation: _____

Choose format of Toolkit videos: DVD or VHS

School Category (check those that apply)

Public High School

Private Middle School

Not applicable

Name of School: _____

Grades Levels Served: _____ Enrollment: Size: _____

School Contact/Coordinator: _____

Title: _____

Mailing Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Contact E-Mail: _____

Please indicate the dates of contact and level of involvement of local community partners in the event implementation process. Have they attended planning sessions? Are local mental health providers aware of the potential increased therapy needs that this program may generate?

By submitting this application, the school requesting the SOS materials agrees to:

- Contact and work with local media, government, and the community to promote the event and engage the community in learning more about suicide prevention and how it can support what the school is doing.
- Implement a High School/Middle School event using the SAMSHA Signs of Suicide Materials
- Implement a Question, Persuade, Refer (QPR) training for school staff and/or parents before the school event
- Engage local mental health providers in order to provide referral support for the potential increased need that may result from suicide prevention intervention.
- Comply with reporting and evaluation requirements as provided in the SOS Toolkit and from CHFS Suicide Prevention.

CHFS Suicide Prevention agrees to:

- Provide at no cost the best practice SAMSHA SOS toolkit for your school.
- Work with the school SOS Implementation Team to identify needs, resources and provide follow-up
- Work with local certified QPR trainers to provide on-going follow-up training and intervention.

District/School Administrator

District/School Contact

Date

For more information, contact Jan Ulrich, Youth Suicide Prevention Specialist

100 Fair Oaks Lane, Frankfort, KY 40621

TEL: 502.564.4456 ♦ FAX: 502.564.9010 ♦ WEB: www.kentuckysuicideprevention.org

Steps for Planning Your SOS Program

Before receiving the SOS Toolkit please complete the following steps:

- Send MOA to CHFS Suicide Prevention with the following information
 - Project Coordinator name and team members who will help implement the program and follow up with students identified as at-risk.
 - Designate date(s) and times during which CHFS Suicide Prevention may visit your schools and complete the needs assessments. (You will receive your toolkit at that time CHFS Suicide Prevention to review with the coordinator)
 - Designate date(s) and times the QPR training sessions will take place for staff and community members. Work with school administration to plan for and accommodate the program. (The QPR training is completed prior to the SOS school assemblies.)
 - Designate date(s) and times the SOS program will take place. Work with school administration to plan for and accommodate the program.
- Recruit and meet with all program team members to cover what participation in the SOS program entails. Please include CHFS Suicide Prevention to review program with the team members.
- To receive your SOS Toolkit please confirm that your MOA is approved and that the Signs of Suicide Registration form has been submitted to the Screening for Mental Health, Inc. Call CHFS Suicide Prevention to confirm: 502-564-4456.

After receiving the SOS Toolkit please complete the following steps:

- Have all participating staff view both the SOS Training Video and the *Friends for Life* video and familiarize themselves with all the kit materials.
- Review your school or district's requirements for parental permission and take appropriate steps to implement them.
- Assign roles and areas of responsibility within your team (logistics within the school, obtaining parental approval, planning for pre-program parent education program and staff in-service, determining staffing and administrative needs, preparing and distributing referral resource information, providing follow-up, storing records, etc.)
- Know your school or district procedure for dealing with potentially suicidal student and review the protocol with all staff. As a student in distress may disclose to any adult, ensure that all staff and school personnel are aware of the program, can recognize warning signs of youth suicidality, and can respond to those who may approach them for help. Consider conducting a staff in-service training (see Educating Staff and Parents section of the SOS Toolkit). If your school does not have a protocol then work with the school administration to create and implement a protocol for dealing with potentially suicidal student(s).
- Contact local mental health facilities and related health care organizations that serve youth and advise them of your implementation in advance of your program. Alert them to the dates and times of your program and verify referral procedures, wait lists, sliding scale fees, and information for the uninsured. When at all possible please invite local medical and mental health professionals to participate on the implementation team.
- Create a Referral List for parents, informing them of the mental health services available within the school and community. Visit the SAMHSA Mental Health Services Locator to identify mental health resources in your community (See Ensuring Follow-Up in the SOS Toolkit).
- Contact your local emergency services and notify them of the upcoming program. Review with them the process for handling any acute crises that may arise that day or throughout the school year.
- Prepare information to send to parents about the program. Be sure to include the parent version of the SOS Screening Form (included in SOS Toolkit).
- Have a structured plan or use the Student Follow-Up Form (See Materials for Reproduction-Staff in the SOS Toolkit) to follow students who have been referred for further evaluation and/or treatment. Be sure to indicate if parents were contacted and who is responsible for making follow-up appointments with clinicians.
- Place posters and postcards in a wide variety of high-traffic areas to reinforce the program's messages.
- Review the SOS video or DVD to ensure that it is working before your program begins.