



Program Implementation Checklist

Review & Prepare

- **Assign** a suicide prevention/mental health education coordinator for the district.
 - **Assign** a suicide prevention/mental health education coordinator for each school.
 - **Consider** creating a suicide prevention/mental health task force to engage multiple stakeholders.
- **Review** materials by creating an always-free Erika's Lighthouse Resource Portal account.
- **Develop** a plan for implementation within district/school including involved parties, roles and responsibilities, processes, flow of communication and next steps.

Train

- **Coordinator(s)** should contact Erika's Lighthouse staff to discuss best practices, allotted time and format of program implementation.
- **Front Line staff**, including health educators and other mental health professionals should be trained on best practices and how the program will be implemented within the district/school.
 - **Encourage** educators or mental health professionals to seek additional guidance from Erika's Lighthouse, if needed.
- **All school personnel** should receive education that covers suicide prevention, depression education, shared vocabulary and how to respond if they are the trusted adult and/or worried about a student.

Educate Parents

- **Send** all parents a letter (English or Spanish) informing them the school is utilizing Erika's Lighthouse curriculum and providing them a common vocabulary.
 - **Provide** parents a copy of the Parent Handbook Bookmark, available in English and Spanish, so they can access additional information about adolescent depression.
- **Host a Parent Night Workshop**, in collaboration with a PTA or PTO, to create meaningful conversations among parents about teen mental health. Developed through Shine Light on Depression.

Educate Students

- **Implement** Erika's Lighthouse curriculum for middle or high school students.
 - **Distribute Teen Bookmarks** (English or Spanish) for teens to remind them how to access support and promote positive mental health.
 - **Ask** students to complete self-referral cards so they can be promptly contacted by a mental health professional.

Engage Students

- **Identify** 2-3 students to lead a Teen Empowerment Club in the school.
 - **Read** Start a Club Guidebook.
- **Speak** with Erika's Lighthouse staff on best practices and support.
 - **Read** Mobilize Your Club.
- **Host a Kickoff Meeting** and plan the first Awareness into Action Activity.

Follow-Up

- **Engage** stakeholders to evaluate success of efforts.

If you need to speak with someone immediately, please text LISTEN to 741-741 or call 1-800-273-8255.

If this is an emergency, please call 911.