DOCUMENTED ACTIONS LIST
SUPPORTING DOCUMENT TO
IDAHO GUIDELINES FOR SCHOOL-BASED SUICIDE INTERVENTION

☐ 1. Documented referral and filed any related materials.
☐ 2. Interviewed youth.
☐ 3. Administered screener. If not, please explain why.
☐ 4. Determined risk level.
☐ 5. Notified parent or guardian.
  a. Contacted parent for low risk.
     • Gave relevant materials and referrals to parents or guardians.
     • Followed up with youth and parents the next day.
     • Thanked person who made the referral
  b. Asked parents to come to school for medium or high risk and sign documents in-person.
     • Had parents sign that they received related materials including means restriction pamphlet.
     • Ascertained where and when child will receive mental health assessment and ask for confidentiality release.
     • Or called appropriate agency if parents refused to pick up youth or refused to take youth for mental health.
     • Thanked the person who made the referral.
☐ 6. Shared incident and steps taken with principal and/or crisis team.
☐ 7. Documented all steps taken.
☐ 8. Followed up with family (date/time).
☐ 9. Followed up with mental health provider, if appropriate (date/time).

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