

APPENDIX B: SCHOOL-BASED MENTAL HEALTH (SBMH) FRAMEWORK CHECKLIST

This checklist outlines the phases and key steps of the School-Based Mental Health (SBMH) Framework. It is intended to support SBMH leaders and service providers in implementing a comprehensive school-based mental health system. Refer to the SBMH Implementation Framework for additional guidance on completing each step.



School-based Mental Health Framework Roadmap



Phase 1 | Build Foundational Supports

Build a Team for Sustainable Mental Health Supports

Generate Buy-In and Cultivate Continuous Support

Create SMART Goals: Establish a Clear Vision for mental Health Supports

Things To Start Doing

Things To Stop Doing

Things to Keep Doing

Staff and Timeline



Phase 2 | Early Identification Strategies

Determine Consent Processes: Establishing Ethical and Legal Participation

Establish Secure Protocols for Data Gathering, Management, and Analysts

Develop Administration Processes

Things To Start Doing

Things To Stop Doing

Things to Keep Doing

Staff and Timeline



Phase 3 | Assessment and Triage

Conduct Comprehensive Problem Analysis

Selecting and Implementing effective, Evidence-Based Interventions

Things To Start Doing

Things To Stop Doing

Things to Keep Doing

Staff and Timeline



Phase 4 | Service Delivery and Referral Pathways

Define Scope and Purpose of the Pathway

Ensure Continuity and Equitable Access

Establish Inter-Agency Collaboration and Formal Agreements

Document, Distribute and Evaluate the Pathway

Things To Start Doing

Things To Stop Doing

Things to Keep Doing

Staff and Timeline



Phase 5 | Crisis Response Protocols

Stay Calm and Ensure Immediate Safety

Listen Actively, Empathetically, and Non-Judgmentally

Ask Directly About Suicide

Assess Imminent Risk

Report and Document

Things To Start Doing

Things To Stop Doing

Things to Keep Doing

Staff and Timeline



Phase 6 | Follow-Up Procedures

Comprehensive Process for Re-Entry and Academic Success

Documentation and Progress Monitoring

Things To Start Doing

Things To Stop Doing

Things to Keep Doing

Staff and Timeline

Notes