



# Action Planning Chart

School Name: University of New Mexico

State: New Mexico

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Campus Visit Date: 4/25/17

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## Key Terms

**JED Campus Domain:** Factors known to help in promoting mental health, preventing suicide and limiting substance use.

**Objectives:** Areas to improve based on assessment results.

**Action Steps:** Steps that should be taken to achieve your objectives.

**Campus Leads(s):** The individual(s) on your campus who will be tasked with guiding the work within each objective.

**Status:** Not started (NS), In progress (IP), or Complete (C).

## JED Campus Domain: Strategic Planning

<b>Objective:</b> Ensure that emotional well-being is a campus wide responsibility.	<b>Date Started:</b>	<b>Date Completed:</b>
	<b>Campus Lead(s):</b>	<b>Status:</b>
<b>Action Steps</b>	<b>Resources</b>	<b>Notes/Updates:</b>
Implement campus wide educational campaigns that promote shared responsibility for student emotional well-being		It is great to hear these efforts are shifting from being a concern of counseling to being campus-wide. In implementing campaigns, focus on developing a culture of care, concern and compassion to the entire community
Expand the JED Campus team by including upper administration, member of president's office, provost, VP/SA, security, student groups, legal, financial aid, students, faculty, Greek life, athletics, admissions		Based on discussion in the meeting, think collectively about reporting structure to president and board of regents regarding sharing strategic planning efforts. Students should also have an opportunity to voice their concerns as part of the process
Implement an assessment plan to evaluate the effectiveness of interventions/services implemented through JED Campus Strategic Plan		-Survey your students about general campus climate -Plan for assessment of any interventions developed as a result of JED Campus. -Gather metrics from social media usage and campaigns -Continue to utilize students on the team for feedback and input
Assess budgetary needs for new programs/plans related to JED Campus		While many JED Campus recommendations are cost neutral, you may want to consider tapping offices across the university to identify funds that will assist the JED Campus team in their work should they be needed
Ensure the campus community is aware of the JED Campus strategic plan and the work of the task force		-President or Provost can send messaging about the JED Campus project to all stakeholders. -Once strategic plan is finalized, it would be good to share on the website so it's visible to faculty, staff, students, and families. -As action items get completed, share updates over email/website so the campus is aware. -Consider asking student newspaper to feature the project and discuss the work being done

## JED Campus Domain: Develop Life Skills

<b>Objective:</b> Teach students the skills necessary to cope with the stresses of college life, make wise lifestyle choices, and be academically successful.	<b>Date Started:</b>	<b>Date Completed:</b>
	<b>Campus Lead(s):</b>	<b>Status:</b>
<b>Action Steps</b>	<b>Resources</b>	<b>Notes/Updates:</b>
Offer or enhance programming and/or groups on DBT, bullying		Good to house groups in departments across campus as it reinforces message that these are campus-wide initiatives
Implement campaigns to educate the campus community about the links between physical and emotional health and academic success		Students listen to their peers so we recommend that students participate in designing and delivering these campaigns and ensure these campaigns are targeting students, staff, faculty, and administration

## JED Campus Domain: Promote Social Connectedness

<b>Objective:</b> Implement sustainable programs that offer students the opportunity to build connections with others in their community.	<b>Date Started:</b>	<b>Date Completed:</b>
	<b>Campus Lead(s):</b>	<b>Status:</b>
<b>Action Steps</b>	<b>Resources</b>	<b>Notes/Updates:</b>
Offer or enhance programs, activities, and campaigns that promote continuing communication between students and their families		You can send messaging via parent portal, newsletters
Offer or enhance programs, activities, and campaigns that promote connections to community-based, cultural, religious or national groups		
Offer or enhance programs, activities, and campaigns to promote tolerance and inclusiveness on campus.		
Develop proactive Action Steps to help identify disconnected/isolated students		-Consider how you may assess the needs of these groups to determine appropriate actions (focus groups, surveys, etc.) -Analyze student data to determine if there may be additional disconnected groups
Develop or enhance programs and activities to promote inclusion of disconnected/isolated students on campus such as physically challenged and survivors of violence		Engage greek system and athletics to be ambassadors for health and wellness and help implement campaigns/programs

## JED Campus Domain: Identify Students at Risk

<b>Objective:</b> Ensure incoming students with mental health and substance abuse histories are supported in their transition to college.	<b>Date Started:</b>	<b>Date Completed:</b>
	<b>Campus Lead(s):</b>	<b>Status:</b>
<b>Action Steps</b>	<b>Resources</b>	<b>Notes/Updates:</b>
Request all new incoming students to submit a comprehensive medical history form including mental health and substance use history	<a href="#">Sample health form</a>	Good that you are working towards mandating vaccinations. If you move to this or not, consider asking for MH and AOD on incoming health forms
Direct message new incoming students who self-identify with mental health and/or substance use history about services and resources on campus prior to arrival		Prior to entry into the school, send a blast e-mail or other communication outlining specific campus services to students who disclose mental health or substance abuse histories. Work with your admission department to encourage self-disclosure early in the process so that students can be set up for success.
Educate families of incoming students regarding mental health and substance use resources and services on campus		Include programs at orientation, but also consider regularly including information in newsletters, on the website and/or in a web-based portal specific for families and partners to equip them to identify warning signs of distress and to know who to contact on campus if they are concerned.

<b>Objective:</b> Provide robust screening opportunities at diverse touchpoints in the student experience.	<b>Date Started:</b>	<b>Date Completed:</b>
	<b>Campus Lead(s):</b>	<b>Status:</b>
<b>Action Steps</b>	<b>Resources</b>	<b>Notes/Updates:</b>
Implement standardized screenings by health service clinicians at all primary care visits for substance use/misuse and common mental health problems	<a href="#">PhQ-9</a> <a href="#">Audit C</a>	

<b>Objective:</b> Train campus community members to identify, reach out to, and refer students who may be struggling.	<b>Date Started:</b>	<b>Date Completed:</b>
	<b>Campus Lead(s):</b>	<b>Status:</b>

Action Steps	Resources	Notes/Updates:
Develop, expand, or strengthen gatekeeper-training program for relevant campus faculty and staff in identifying, reaching out to, and referring students who may be struggling		-Create short trainings tailored for specific groups on campus. Offer these in multiple ways (in person, online, etc.) The focus should not just be on identifying and referring, but also on how to reach out and engage in a conversation with students who appear in distress -Think about mandating a training similar to required harassment/sexual assault trainings
Train students to identify, reach out to, and refer their friends/peers who may be struggling with mental health or substance issues	<a href="#">JED's Help a Friend in Need</a>	

### JED Campus Domain: Increase Help-Seeking Behavior

<b>Objective:</b> Promote help seeking behavior through destigmatization efforts and increased access to resource information.	Date Started:	Date Completed:
	Campus Lead(s):	Status:
Action Steps	Resources	Notes/Updates:
Cross reference/link counseling center, health services and health education websites		
Implement campaigns/programs to encourage help-seeking by de-stigmatizing mental health and substance abuse problems on campus	<a href="#">Half of US Young Adult Depression Videos</a>	The links to the left are pre-existing resources, but we also encourage you to design your own campaigns, videos, PSA's, etc. with the participation of students. Utilize video screens across campus when possible.
Utilize online resources from other organizations to enhance wellness messaging	<a href="#">National Institute for Mental Health</a> <a href="#">SAMHSA</a> <a href="#">JED Foundation</a> <a href="#">DrugAbuse.Gov</a>	

## JED Campus Domain: Provide Substance Abuse and Mental Health Services

<b>Objective:</b> Ensure students have adequate and comprehensive health insurance coverage.	<b>Date Started:</b>	<b>Date Completed:</b>
	<b>Campus Lead(s):</b>	<b>Status:</b>
<b>Action Steps</b>	<b>Resources</b>	<b>Notes/Updates:</b>
Require health insurance for all full time students		-Investigate rationale behind not requiring ALL students to be covered under your insurance plan -Expand required coverage beyond international and medical students -Consider hard waiver
Expand the school's health insurance benefit coverage to include parity among physical health, mental health and substance abuse services		Expand if there is a need
Develop or refine resources to educate students and families in making informed decisions when choosing a health insurance plan	<a href="#">Health Insurance Resource</a>	

<b>Objective:</b> Ensure leave policies and protocols best support students in distress	<b>Date Started:</b>	<b>Date Completed:</b>
	<b>Campus Lead(s):</b>	<b>Status:</b>
<b>Action Steps</b>	<b>Resources</b>	<b>Notes/Updates:</b>
Develop/refine a written medical leave of absence policy that is consistent with JED Campus recommendations	See attached policies	-Ensure police is written, clear, and accessible -Ensure tuition reimbursement option and transcript conversation is provided for every student looking to take a leave -Get in touch with colleges near where student lives to identify referrals to which those schools send their students
Develop/refine a written mandatory leave of absence policy that is consistent with JED Campus recommendations	See attached policies	Compare current suspension policy with JED's sample policies
Develop/refine a written return from leave protocol that is consistent with JED Campus recommendations	See attached policies	-Develop a form for provider to fill out or provide guidelines to return to campus -Per your conversation, think about how housing can be alerted when students return to campus -Counseling should be reviewing mental health documentation and

		documentation should be kept in secure counseling record. Physical health issue documentation should be reviewed by health center and should be kept in secure health record.
Ensure that all leave policies are transparent and easily accessible to the campus community		
Establish a central office to administer all leaves		-A case management system, if implemented, could aid with this process. Establishing this office ensures consistency in treatment of students going on leaves, and reduces anxiety of students in distress who are trying to process a leave. Publicize advantages of coming to your “1 stop shop” office and ways the office can help with transcript and tuition

<b>Objective:</b> <b>Establish systems, protocols and processes that best coordinate necessary care for students.</b>	<b>Date Started:</b>	<b>Date Completed:</b>
	<b>Campus Lead(s):</b>	<b>Status:</b>
<b>Action Steps</b>	<b>Resources</b>	<b>Notes/Updates:</b>
Evaluate the staff to student ratio to adequately address the clinical needs of students		
Train primary health care providers on campus to assess, treat, and refer if needed for basic mental health, substance abuse and behavioral related concerns		Capture and think collectively about what protocol you can standardize for students who present with mild to moderate concerns who would benefit from self-care plans
Collect data on student utilization and incidents on campus related to mental health/substance abuse		It will be helpful for faculty, staff, and students to hear of pulse of student body e.g. what percent of students were transported to the hospital for alcohol intoxication, how many students are stressed out, how many struggle with depression, anxiety, are psychiatrically hospitalized, take medical leaves, etc.

<b>Objective:</b> <b>Expedite, increase, and ensure access to all necessary clinical care services, including after-hours care.</b>	<b>Date Started:</b>	<b>Date Completed:</b>
	<b>Campus Lead(s):</b>	<b>Status:</b>
<b>Action Steps</b>	<b>Resources</b>	<b>Notes/Updates:</b>
Establish or enhance relationships with local community services and providers		It is important to keep an updated list of community providers and include information about services, hours, accepted insurance, and typical wait times.
Develop or refine MOUs with local emergency services	See sample MOU	

	in email attachment	
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<b>Objective:</b> Ensure substance abuse policies and protocols best support students	<b>Date Started:</b>	<b>Date Completed:</b>
	<b>Campus Lead(s):</b>	<b>Status:</b>
<b>Action Steps</b>	<b>Resources</b>	<b>Notes/Updates:</b>
Develop/refine a policy on alcohol and other drugs that is consistent with JED Campus recommendations	See attachment with policies	
Develop/refine a “medical amnesty” policy that is consistent with JED Campus recommendations	See attachment with policies	
Develop/refine protocols for responding to alcohol and drug overdoses that are consistent with JED Campus recommendations		-Great that you are working to re-establish BASICS as a way to evaluate students returning from hospitalization for AOD concerns -Figure out what office will do these evaluations and what kind of follow-up system to put in place -Ensure policy is written -Important that students make an appointment (not necessarily be seen) in 24 hrs
Publish all alcohol and other drug policies		
Establish or expand recovery community and/or support programs on campus		Consider online support groups and spaces for students in recovery to gather
Provide programs at orientation to educate new students about school policies regarding substance use		
Implement strategically timed messaging campaigns to remind students about the risks and consequences of substance use/misuse		
Implement messaging campaigns designed to educate students about the risks and dangers of opiate misuse, including the effects with other substances		It is important to include education re: drug diversion in these campaigns
Develop/refine policies and protocols for prescription of opiates, tranquilizers (benzodiazepines and sleep medicines) and stimulants		-Ensure your policies include dangers of misuse -Implement consent form for students to sign stating that they understand the dangers of opiate misuse. Form should say that the drugs prescribed are potentially habit forming, should only be taken as prescribed by the person to whom prescribed and that sharing or selling the prescribed drugs is illegal
Avail emergency Naloxone doses to those at risk for	<a href="#">link to free</a>	First responders (health center, security, housing) should be trained to



overdose (as permitted by local law)	<a href="#">Narcan</a> (for limited time)	administer at minimum.
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## JED Campus Domain: Follow Crisis Management Procedures

<b>Objective:</b> Ensure an adequate and appropriate institutional response to student suicide, death, or other emergency.	<b>Date Started:</b>	<b>Date Completed:</b>
	<b>Campus Lead(s):</b>	<b>Status:</b>
<b>Action Steps</b>	<b>Resources</b>	<b>Notes/Updates:</b>
Develop or refine postvention protocol to be consistent with the HEMHA guide	<a href="#">HEMHA Guide</a>	Create a working group that can work on postvention plan
Ensure postvention protocol is easily accessible to relevant campus constituents		
Convene annually to review/refine postvention response with relevant campus constituents		Ensure responsibilities are tied to roles as opposed to individual people and train annually so your team is clear on protocol as staff changes are made.

<b>Objective:</b> Ensure that protocols are established for the reporting of, and follow-up for, emergency situations.	<b>Date Started:</b>	<b>Date Completed:</b>
	<b>Campus Lead(s):</b>	<b>Status:</b>
<b>Action Steps</b>	<b>Resources</b>	<b>Notes/Updates:</b>
Develop 24/7 crisis phone (and/or chat line) through campus resources or local/national services	<a href="#">Crisis Text Line</a>  <a href="#">Suicide Prevention Lifeline</a>	
Implement a case management system to help assure clinical follow up and continuity of care for students of concern		Embed in primary care and the dean's office if possible.

## JED Campus Domain: Restrict Access to Potentially Lethal Means

<b>Objective:</b> Proactively minimize environmental risks for suicide.	<b>Date Started:</b>	<b>Date Completed:</b>
	<b>Campus Lead:</b>	<b>Status:</b>
<b>Action Steps</b>	<b>Resources</b>	<b>Notes/Updates:</b>
Conduct an annual campus environmental scan to identify and mitigate access to lethal means	See the JED Campus checklist template (attached)  <a href="#">Harvard Means Matter</a>	
Implement installation of breakaway closet rods		You can use inexpensive wooden dowel and/or lower the height of closet rods as an alternative.
Implement protocols for controlling toxic substances found in laboratories, which includes tracking and monitoring of materials		
Implement drug collection/drug return programs for prescription medications on campus		Hold your own events and/or have dropboxes on campus. Alternatively, you can partner with local police and/or pharmacies or promote city collection programs.