

Suicide Screening Process Documentation

School Resources to Support Military-Connected Students is a project by the Clearinghouse for Military Family Readiness an applied research center at The Pennsylvania State University and is funded by the Department of Defense Education Activity Grant number HE1254-19-0009.

For more information on these resources click on the links below:

<https://schoolresources.militaryfamilies.psu.edu/>

<https://militaryfamilies.psu.edu/>

<https://www.psu.edu/>

<https://dodeagrants.org/>

Our goal is to provide school personnel with free, evidence-based resources to support military-connected students. This training is part of our Suicide Prevention series.

Important Reminders

Before starting this training, please read the items below carefully and check the box in front of each item to indicate your understanding.

- The following content discusses suicide and may be upsetting to some individuals.
- Follow all district, local, state, and federal regulations. This training is **NOT** intended to replace or override existing procedures or laws.

Introduction

What is the purpose of this training?

A lot of paperwork is generated during the suicide screening process. The risk assessment screening document, flow chart, and any additional notes can be overwhelming when used to share results and next steps with parents. In order to organize the essential elements into a brief document that parents can understand, a template called the Threat Assessment Screening Summary (TASS) is available which can serve as the crisis intervention documentation. A copy of the TASS can be found later in this training.

Objective

The goal of this training is to increase your confidence in your ability to:

Identify and implement best practices for documenting the suicide screening process.

How confident are you in your ability to do this now?

Please click on the link below to submit your response.

https://pennstate.qualtrics.com/jfe/form/SV_6Gp3iBHlvhcTluR?modulenumber=suicide19

Verify that you have completed each of the tasks below before proceeding with this training.

Answered the survey question in the link.

Clicked the arrow underneath the survey question to submit your response.

Recorded the ID number provided after you submitted your answer to the survey question. You will need it to complete the survey at the end of this training.

Research

What is most important for me to know?

The following information provides more detail on monitoring a student at risk for suicide according to best practices. It is recommended that a standard form be utilized to document the entirety of the suicide screening process. One such form is the Threat Assessment Screening Summary, or TASS.

A copy of the TASS can be downloaded on the "Resources" page later in this training.

Step 1

The Threat Assessment Screening Summary (TASS) includes all of the essential information for documentation that can be presented to parents and other school personnel and then kept in the student's file, while allowing you to maintain your own confidential notes regarding details of the risk assessment in a separate location. The TASS incorporates the elements of the screening tools with the series of steps shaped by the flow charts. In addition, it identifies clear expectations for next steps when the risk assessment results indicate moderate or higher risk. The benefit of using such a tool is that it provides consistency across students and situations that may aid in later events.

To consistently and clearly document all instances of risk assessment and results, it is recommended that the TASS (or something similar form) be used following each instance of a risk or threat assessment for suicidal or violent behavioral concerns.

Step 2

Following risk assessments, the TASS should be completed by the student support personnel (i.e., school psychologist, school counselor, school nurse) and a school administrator.

Step 3

The TASS should then be discussed with the student's parents and all parties should sign and date the document. The parents and school should each retain a copy of the TASS. The parents should also receive a Community Resources List.

Application

How might this look in my professional practice?

Remember that the goal of this training is to increase your confidence in your ability to:

Identify and implement best practices for documenting the suicide screening process.

Below is you will see a series of statements related to the documentation of the suicide screening process. Identify the statements as true or false.

1. The TASS should be completed by whichever adult reported the problem.

- a) True
- b) False

Correct answer: b) False

2. A TASS must be completed for every evaluation a student receives.

- a) True
- b) False

Correct answer: b) False

3. A TASS is an official school document and should never be shared in its entirety with parents unless specifically asked for.

- a) True
- b) False

Correct answer: b) False

4. It is appropriate to share community resources with parents when you deliver risk assessment information.

- a) True
- b) False

Correct answer: b) True

Implementation

How can I effectively implement this content in my professional practice?

Please review the considerations below regarding potential implementation strategies, barriers to implementation, and collaboration strategies related to this content. This will help you coordinate the next steps as you begin to incorporate the information presented in this training into your professional practice.

This information can also be found on a handout that you will be able to download at the end of this training.

Implementation Strategies

- To which administrator do you report suicidal ideation, attempts, or self-harm?
- All student support personnel in your school should file screening results and copies of releases of information in a centralized, locked location. Where are these documents kept in your school? Who has access to these documents?
- Best practice is to maintain your own personal records and follow up with school administrators following all risk assessments. What information do you keep in your own personal records related to students at risk for suicide or self-harm?

Overcoming Barriers to Implementation

- To minimize potential problems with documentation, the TASS and other forms, can be kept in a designated, brightly colored folder with extra copies for ease of use. For example, some schools have a “red folder” that includes copies of the procedure flowchart, screening forms, community resources lists, and TASS to ensure that they are ready at all times.

Collaboration Strategies

- Be sure that all members of the crisis team and front office staff are aware of procedures so that they may assist as needed.
- Discuss with your school administrator how best to proceed with the TASS and other procedures. For example, what modality should be used to contact the administrator? Where would they like to hold discussions with students and parents? What questions do they have about the process?

Resources

Are there any resources available to help me implement this content?

Click on the link below to download a tool that you can use to implement this content in your professional practice.

<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:142f414e-e95c-403b-9807-f5050332cf4f>

Feedback

How can I help improve this training?

The objective of this training was to increase your confidence in your ability to:

Identify and implement best practices for documenting the suicide screening process.

Answer the questions in the link below to let us know how well this training increased your confidence in your ability to accomplish this objective. Once you have answered all of the questions, click the blue arrow button underneath to submit your responses.

https://pennstate.qualtrics.com/jfe/form/SV_d771mLr9ZgW3kyx?modulenumber=suicide19

Verify that you have completed each of the tasks below.

Answered all of the survey questions above. You may have to scroll to see all of the questions.
Clicked the arrow underneath the last survey question to submit your responses.

Thank You!

Thank you for taking the time to complete this training. If you have any questions or comments, please email us at schoolresources@psu.edu.

Proceed to the next training

Click on the link below to move on to the next training titled *Interventions by Suicide Risk Screening Outcomes*. In this training, you will increase your confidence in your ability to respond appropriately to the possible outcomes on the suicide risk screening tool.

https://learning.militaryfamilies.psu.edu/school-resources/modules/suicide_18-suicidal-risk-screening-outcomes_201022/

Return to the module directory

Click on the link below to return to the module directory.

<https://schoolresources.militaryfamilies.psu.edu/modules/>