

Model Staff Meeting Agenda for Protocol Development

This resource has been created to provide examples for facilitating organizational meetings focused on the development and improvement of PYSP suicide risk response and after a suicide death protocols. The model includes major agenda items as well as related facilitator discussion questions and links to relevant resources where appropriate. Use this agenda as a starting point for your team. You may identify additional items to add or others to remove. You will likely want to spread these agenda items out across more than one organizational meeting.

Recommended Actions Prior to Meeting

- Identify a small group of staff to participate in protocol development meeting(s). These staff should represent administrative, programming, and mental health/wellness support perspectives whenever possible.
 - Depending on the size of your organization, there may be additional perspectives to consider engaging such as organizational first responders/crisis response team members, volunteer perspectives, educator perspectives, legal perspectives, etc.
- At least 2 weeks out from protocol development meeting, email out copies of Resource 6 (Risk Response Quick Reference Guide) to staff to review in advance of meeting
- The day before or day of the meeting, print copies of most relevant links from Resource 7 and most helpful graphics from Resource 8 or pull up on projector screen for staff to be able to review as protocol adaptations are discussed

Model Agenda

- 1. Welcome/Explanation of Why Staff Are Here** — Recommended Time: 10min.
 - a. To provide feedback on experiences around responding to youth suicide risk
 - b. To help adapt model protocol resources to an organization-specific protocol
- 2. Review Model Protocol Resources** — Recommended Time: 1–2hrs.

- a. Discuss staff reactions to model protocol content, steps, and flow

Example Facilitator Discussion Questions:

- What protocol elements feel relevant to our youth serving organization? Why?
- What protocol elements do not feel relevant? Why?
- How will the steps or flow provided in this model protocol need to be adapted for our organizational structure and work with youth?
- What steps can we address through internal organizational resources?
- What steps do we need to address through external partnerships?

- b. Capture staff responses in a shared working notes documents or use AI to run a transcription of staff discussion

3. **Adapt and/or draft organization-specific protocols** — Recommended Time: 1.5–3hrs.

- a. Based on staff feedback, begin by either:

- i. copying and pasting relevant protocol steps over to working document and discussing adaptations needed to language as content is copied over OR
- ii. starting with a blank document and writing out steps that align with model content provided *Note: Option i. is less time-consuming*

Example Facilitator Discussion Questions:

- How does this step align with broader organizational practices?
- How feasible is this step to integrate into daily practices/work with our youth?
- How might this step need adapted for youth of different ages?
- How might this step need adapted for different programming, services, or activities we offer?

- What concerns do you have around implementing this step in our agency work with youth?

4. **Discuss protocol rollout for staff** — Recommended Time: 1hr.

- a. Once protocols are drafted, take time to discuss your organizational plans for training staff and/or volunteers in protocol steps

Example Facilitator Discussion Questions:

- What steps are most important for our direct programming, mental health, and administrative staff to know? (add additional staff/volunteer roles to this question as appropriate)
- How will we train each of these staff roles in the relevant protocols?
- What existing professional development, training, or onboarding activities can these protocols be integrated into?

5. **Check in on staff use of protocols** — Recommended Time: 30min.–1hr., repeat periodically

- a. After staff training on protocols occur and they begin being used to inform efforts, your team will want to come back together to discuss staff reactions, questions, and concerns, as well as any challenges or successes related to actual implementation of protocol steps

Example Facilitator Discussion Questions:

- What were staff concerns, questions, or anticipated shared challenges to presented protocols?
- What did staff like/believe would be helpful about the presented protocols?
- What challenges have arisen while staff have been following protocol steps?
- What successes have arisen while staff have been following protocol steps?

- What are implications for improving protocols for future use? Are changes to the protocols needed?