

SAFE Health Educator Checklist (updated 1/18/23)

Before starting

Make sure to have the following information:

- Teacher contact info
- Number of students
- Schedule
- Room number(s)
- Established day for one-on-ones
- If there is technology to play DVDs

During workshop series

- First Day: If SAMHSA: Pre-survey
- Second Day: Risk Assessment surveys
- Mid cycle: Score risk assessments and enter into the google doc for the season (one tab per class)
- Mid cycle: Promote THC
- Mid cycle - Last Day: One-on-one
- Last Day: Evaluations distributed (SAMHSA - Post-survey and evaluation)
- Last Day: Distribute THC flyers and sharing QR code (add link)
- Within 2 weeks post cycle: ORS and ETO data entry completed

Risk Assessments:

Risk Assessment survey:

https://docs.google.com/document/d/1XVerAodyVmN_Fs1nBEDB37MXNQPWxL8jMfYxe3S33Ho/edit?usp=sharing

Risk Assessment scores Winter 2023:

<https://docs.google.com/spreadsheets/d/1GJykUswInNyZJcYumqNSwrPB3IZRtfkpN3KRQDJH0eq/edit?usp=sharing>

One-On-Ones

- Schedule for a day after the EBP is completed (or a day to pull out students if there are 2 facilitators)
- Meet with youth who score as “high risk” (2 or 3) to provide risk reduction counseling and connect youth to the Teen Clinic or SBHC as appropriate
- Enter information into ETO for each student met with

Counseling guide:

https://drive.google.com/file/d/0B8T_X0zUpu40YVJVNTBGNldLUTQ/view?usp=sharing

Post workshop series

- Enter attendance information in to ORS (up to two weeks after completed the series)
- Enter workshop summary into ETO
- Enter one-on-ones into ETO

ORS: http://actforyouth.net/sexual_health/community/capp/

ETO: <https://secure.etosoftware.com/>

Naming a cycles in ORS:

end year.3 letter end month.4 letters of school.3 letters of facilitator(s).Per#

For example:

2022.Dec.Bann.Fel.Meg.Per4

Resources:

Instructions for ORS: http://actforyouth.net/sexual_health/community/capp/ebp/reporting.cfm