

Best Practice – Act 71 Suicide Awareness and Prevention (Westmont Hilltop SD)

How To – To create this item on your portal, follow the directions below.

- 1) Log into Comply
- 2) Supervision Management → Templates
- 3) Search for and locate the Template called *Best Practice – Act 71 Suicide Awareness and Prevention (Westmont Hilltop SD)* → View
- 4) From the item's detail page, select Actions → Duplicate
- 5) From the edit compliance item page, customize the item to the unique needs of your school district.
 - a. Title – edit as needed
 - b. Description – edit as needed
 - c. Compliance Cycle Type – leave as User Timeline
 - d. Start Date and End Date – ignore / not applicable
 - e. Instructions – edit as needed
 - f. Person of Contact – add person(s) of contact
 - g. What is required of the user? – leave as is (box checked for Completed Questionnaire and Upload Evidence/attachment)
 - h. Reminders – edit as needed
 - i. Questionnaire – editing questionnaire will occur in step 7
 - j. Resources – edit as needed / add district specific links or documents as needed
 - k. Recurrence – leave as is / Recur every (5) year(s). Recurrence does not end
 - l. Approval Stages – add at least one stage of approval
 - m. Tags – add tag as needed
 - n. Act 48 – edit as needed
- 6) Save, Publish, and Close the item.
- 7) From Questionnaire Management → Templates
 - a. Locate the Template titled, Suicide Awareness and Prevention Policy and Training Acknowledgement Template → Actions → Edit
 - b. From the Edit Questionnaire page, customize the form...
 - Title – edit title as needed and be sure to remove template copy
 - Questions – edit questions and add questions as needed
 - When finished Save → Close
- 8) Locate and return to your item from Supervision Management → All Items page → View

- 9) In order to add users to this item, Admin must create a CSV file of users and their due dates.
 - First column - email address of user
 - Second column – the date the individual last completed the training (MM-DD-YYYY)
 - Third column – leave this column blank
- 10) Once the CSV file is created...From the Roster section, click the blue “Upload Users” icon.
 - Select Choose File (Ensure that your CSV file has three columns with no headers.)
 - Select the green Upload File/ Add Users button
 - Select the white Close button to exit
 - Once users are added to the item, users will be assigned to the item, and they will receive an email. Included in the email is their due date, person of contact, instructions, and a link back to the item within Comply.
- 11) Admin user will also receive an email with a summary of the upload. Check the Admin processing details email to ensure that all users were added successfully