

YOUTH MENTAL HEALTH AND ADDICTION CHAMPIONS (YMHAC) INITIATIVE

Implementation Checklist

To increase the likelihood of successfully implementing the YMHAC initiative, certain steps must be taken. This tool provides a list of these steps and assesses the degree to which they were carried out.

Date (DD/MM/YYYY): _____

Name of person completing this tool (optional): _____

Role: _____



Please, indicate **the degree to which each of the following steps were carried out** during the implementation of the YMHAC Initiative.

Program Steps	Not carried out	More or less carried out	Carried out
1. An Implementation Team (also called the Project Team/Committee) was developed. Team members included management (e.g., direct public health supervisor/manager, principals, superintendents), front-line staff (e.g., public health nurses, health promotion officers, School Mental Health ASSIST Leads, teachers) and Youth Leads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The initiative was endorsed by the school principal(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Youth Leads or Champions were recruited from the school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Formal parental consent of Youth Leads and Champions was obtained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Adult Leads (Public Health Leads, School Staff Leads and Mental Health Leads) received the orientation training and accompanying materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Youth Leads received the orientation training (Part I) and the foundational training (Part II).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Roles were assigned to members of the Implementation Team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Youth contributed to decisions-making in partnership with adult members of the Implementation Team throughout.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The Implementation Team conducted a stakeholder analysis (i.e., vested interest of individual stakeholders, their level of influence and support for the proposed YMHAC Initiative, the factors that may facilitate buy-in and the risks of non-support).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. A Steering Committee which includes local youth, public health,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Implementation Checklist for the YMHAC Initiative in French Schools

Program Steps	Not carried out	More or less carried out	Carried out
school and community partners created.			
11. Members of the Steering Committee provided high level strategic advice in the implementation and evaluation of the Initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Members of the Steering Committee provided networking and promotional support.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Youth Leads actively participated in the Steering Committee meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. A Youth Champion cohort was developed at the school level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Youth Leads co-chaired Network of Champions meetings with Public Health Leads and School Staff Leads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Youth Leads worked in collaboration with their local public health unit, district school boards or schools to mentor Youth Champions to plan, implement, and evaluate local youth engagement activities within their schools and communities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Youth designed engagement activities to promote mental health, reduce stigma, and improve knowledge and awareness concerning substance use and its prevention.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. The YMHAC Initiative was evaluated or self-evaluated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Plans to ensure the sustainability of the Initiative were explored by the Steering Committee and the Implementation Team from the start.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
***Scoring Key: Add the number of steps that were “more or less carried out” and steps that were “carried out” and divide by the 19 steps	Total /19		
Additional Steps Taken to Implement the Local Initiative			
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>