

Getting Started Guide for State Suicide Prevention Infrastructure: Timeline Development Worksheet

This worksheet is designed to be used in conjunction with the [Getting Started Guide for State Suicide Prevention Infrastructure](#). Print out and fill in this worksheet to develop a timeline for each phase of your state's infrastructure development.

The first column of the table in this worksheet lists each major step in the Getting Started Guide. The rest of the columns are for you to fill out.

- In the second column, list target deadlines for each step.
- The third column can be used to note whether a deadline is flexible or fixed.
- In the fourth column, list the internal person responsible for ensuring that the effort moves forward. This should be someone whose actions your organization has control over.
- The last column can be used to list all of the players involved, both internal and external. Fill out this timeline with a larger team and use it to keep your infrastructure development moving forward.



Keep in mind as you complete this timeline that the amount of time it takes to develop even the minimum state suicide prevention infrastructure varies greatly from state to state and can be significantly impacted by factors in the state outside your coalition's or group's control.

Set realistic timeline expectations and allow flexibility for timeline implementation while maintaining steady efforts to build state infrastructure. Your coalition will need to be prepared for a marathon, not a sprint. Infrastructure development takes time, and you may experience many roadblocks and challenges.

When choosing target deadlines, consider the following questions:

- How prepared are our state leaders to begin investing in this aspect of suicide prevention infrastructure?
- How much time is available to our statewide suicide prevention body to complete each step and phase?
- Which steps has my state already completed?
- What are the anticipated supports for and barriers to taking each step?
- What timeline is desired vs. feasible given political, social, administrative, and other factors in the state?

When choosing whether a listed date is a hard or soft deadline, consider the following questions:

- Is this step essential to complete before future steps can be taken?
- Is there already support available or will we need to develop support before taking this step?
- Would it be helpful to take this step during a specific time in our state’s fiscal year or legislative calendar?
- Are there anticipated roadblocks to taking this step?

Phase 1: Convene a State Suicide Prevention Coalition

Step	Target Deadline	Hard or Soft Deadline?	Person Responsible	People Involved
1. Read the Authorize, Lead, and Partner essential elements				
2. Bring together core agency and organizational representatives to form a statewide coalition				
3. Create a realistic timeline for developing state infrastructure				

Phase 2: Analyze your state’s existing infrastructure and suicide trends as a coalition

Step	Target Deadline	Hard or Soft Deadline?	Person Responsible	People Involved
1. Assess your state’s current infrastructure in the six essential elements				
2. Assess your state’s current data and trends in suicide attempts and deaths				
3. Create a state-specific handout on suicide prevention needs and infrastructure				

Phase 3: Identify an organizational leader and suicide prevention champions

Step	Target Deadline	Hard or Soft Deadline?	Person Responsible	People Involved
1. Identify an agency to serve as the state's suicide prevention lead				
2. Identify champions to serve as spokespeople on suicide prevention				

Phase 4: Identify sources for and pursue needed funding and authorization

Step	Target Deadline	Hard or Soft Deadline?	Person Responsible	People Involved
1. Research potential funding sources				
2. Present to state policymakers on the need for suicide prevention infrastructure				
3. Frame any funding requests				
4. Strengthen request and re-engage with state leaders, if needed				

Phase 5: Launch of State Suicide Prevention Program

Step	Target Deadline	Hard or Soft Deadline?	Person Responsible	People Involved
1. Identify a state suicide prevention coordinator				
2. Formalize a state suicide prevention plan				
3. Get formal state leadership support for the state plan				
4. Share news about the state suicide prevention plan with media outlets				