

LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

**TITLE:** Annual Suicide Prevention and Awareness Training

**NUMBER:** MEM-6910.8

**ISSUER:** Andrés E. Chait  
Chief of School Operations  
Division of School Operations

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Administrator SHHS  
Student Health and Human Services

**DATE:** July 1, 2024

**PURPOSE:** The Los Angeles Unified School District (L.A. Unified) is committed to providing safe, healthy, welcoming, and affirming learning and working environments. L.A. Unified recognizes that suicide is the second leading cause of death among youth ages 10-14 and the third leading cause of death for youth ages 15-24 (Centers for Disease Control, 2020). The possibility of suicide and suicidal ideation requires vigilant attention from our school staff. Each employee should be familiar with the signs that a student may be heading down a pathway towards self-harm and provide an appropriate and timely response in preventing and addressing suicidal ideation, suicide attempts, and deaths by suicide. Suicide prevention involves school-wide activities and programs that enhance connectedness, contribute to a safe and nurturing environment, and strengthen protective factors that reduce risk for students.

The District has developed an online *Annual Suicide Prevention and Awareness Training (SPAT)*. This training aims to assist all employees to better understand the warning signs and risk factors for suicide, as well as have information and guidelines about what to do if they are concerned about a student’s suicidal ideation or behaviors. This training is part of a Districtwide focus on school safety, supporting efforts to ensure all District employees follow District policy and make appropriate referrals for support and mental health services, as needed. Additionally, this training fulfills the requirement in the California Education Code Section 215.

After completing this training, employees will be aware of:

**ROUTING**  
All Employees  
All Locations  
Co-located Charter Schools

- The risk factors and warning signs for suicide
- How to get help at their school or District for support if they are concerned about a student
- What mental health supports and resources are available for students

**MAJOR  
CHANGES:**

This Memorandum provides an update to the mandated Annual SPAT and replaces MEM-6910.7, Annual Suicide Prevention and Awareness Training, issued on July 31, 2023, by the Division of School Operations.

Major changes include:

- Updated due date to complete the training by no later than September 16, 2024, and
- A link to access relevant suicide prevention and self-injury awareness handouts.

**INSTRUCTIONS: I. Annual Suicide Prevention and Awareness Training**

- A. All L.A. Unified employees are auto-enrolled during the first week of July and are required to complete the Annual SPAT online course and assessment in My Professional Learning Network (MyPLN) only during work hours by no later than September 16, 2024. Substitutes who have completed the hiring process are also auto-enrolled in the MyPLN Annual SPAT course. New employees hired after September 16 are required to complete the Annual SPAT within 30 days from the date of their enrollment in the training. Employees receive an email from the MyPLN system indicating that they have been enrolled along with instructions for accessing the training. To access the MyPLN platform, employees must have an active Los Angeles Unified Single Sign-On (SSO) account.
- B. The Annual SPAT is available online in MyPLN. The training consists of a customized District Training video followed by an assessment. After reviewing the Annual SPAT, all employees must pass the assessment with 100% to demonstrate their knowledge and comprehension.

Failure to complete this mandatory training may result in disciplinary action. Updates will be provided regularly to the Region Superintendents, Administrators of Operations, District leadership, and school principals regarding employee SPAT training completion.

**Note:** Contracted service providers and independent charter school personnel are not auto-enrolled in the CSPAT online course. Suicide prevention and awareness training requirements should be checked with agency supervisors. If it is required, contractors with an active Los Angeles Unified SSO account can search for and self-enroll in the training. See Attachment A for a step-by-step user guide on how to access the online training.

## II. Printing Certificates of Completion

Employees should print or save an electronic version of their Certificate of Completion once they have passed the Annual SPAT assessment with a score of 100%. Immediate supervisors are strongly encouraged to collect a copy of the Certificate of Completion from everyone on their staff and keep them on file for three (3) years. See Attachment A for printing instructions.

## III. Optional Professional Development Evaluation

In alignment with Pillar 4 – Data-Driven Decision-Making in the District’s 2022-2026 Strategic Plan, a professional development evaluation is associated with the *Annual Suicide Prevention Training* in MyPLN. Completion of the evaluation is optional and not required for training completion. If employees wish to provide feedback about the training, they can submit their responses to the evaluation with the following steps:

- A. From the MyPLN main page, click on Transcript.
- B. Click the drop-down arrow at the top right of the Transcript “Active” button and select “Completed”.
- C. For the Suicide Prevention and Awareness Training, click on the drop-down arrow next to the “View Certificate” button and select “Evaluate”.
- D. A link to the evaluation will also be available in the completion email.

## IV. Administrator Certifications

Administrators are to certify via the online Administrator Certification Form that they have reviewed with their staff the protocols for

responding to students in crisis or who are suicidal, as well as the mandated online SPAT. In addition, pursuant to the Integrated Safe School Plan (ISSP), administrators should ensure that identified Suicide Prevention Liaisons receive training on how to assess students for suicide risk, as well as how to implement safety and re-entry plans. The training should be in alignment with the protocols outlined in [BUL-2637.5 Suicide Prevention, Intervention, and Postvention](#).

Suicide Prevention Liaison(s) are the administrator/designee and/or behavioral health professionals (e.g., Psychiatric Social Worker, Pupil Services and Attendance Counselor, School Psychologist, Student Health and Human Services Counselor, or Counselor) identified in the ISSP's *School Site Suicide/Threat Assessment Team*. The school site administrator designates these individuals annually. School staff may seek support from the Suicide Prevention Liaison(s) when they are concerned about a student's suicidal ideation/behavior.

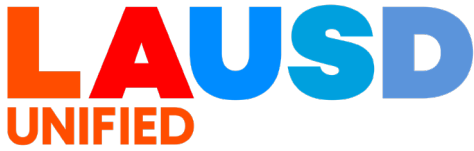
For a review of the information provided in the *Annual Suicide Prevention and Awareness Training*, please refer to Suicide Prevention Awareness for Staff and Self-Injury Awareness for Staff available at <https://www.lausd.org/Page/20365>.

#### **V. Additional Training and Resources**

It is highly recommended that the Suicide Prevention Liaisons and School Site Crisis Team members identified by each school site in the ISSP receive a training in their respective Regions. Training should include guidelines for responding to and assessing students who exhibit suicidal ideation/behaviors. Additionally, the training should include a case review, which will provide participants with an opportunity to complete a risk assessment and develop a safety plan, as well as identify re-entry plan considerations for the student. After completing this training, Suicide Prevention Liaisons and School Site Crisis Team members will know how to respond to and assess a student who is exhibiting suicidal ideation/behaviors.

Regional School Mental Health Administrators are available to assist with training requests, as well as members of the Regional Crisis Teams.

**ATTACHMENTS:** Attachment A - How to Access and Complete the Online Training



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**RELATED RESOURCES:** [MEM-6128.12 Administrator Certification On-Line System for School Sites and Offices](#)

[BUL-2637.5 Suicide Prevention, Intervention, and Postvention \(Students\)](#)

**ASSISTANCE:** For assistance or further information please contact:

*ITS Helpdesk* - For technical support with accessing the online training.

- For assistance by telephone, call (213) 241-5200. When prompted, select Option 8.
- For online support, visit <https://www.lausd.org/helpdesk> to open a ticket or initiate a chat.

*Los Angeles School Police Department, Watch Commander (24/7)* - For assistance with any law enforcement matters, call (213) 625-6631.

*Los Angeles Unified Student and Family Wellness Hotline* - For consultation and support related to suicide prevention, intervention, and postvention.

- (213) 241-3840
- Monday-Friday: 8:00 a.m. - 4:30 p.m.

**988 Suicide & Crisis Lifeline (24/7)** – For individuals who are experiencing mental health-related distress or are worried about a loved one who may need crisis support, call or text 988, chat at [988lifeline.org](https://988lifeline.org), or call (800) 273-8255.



## How to Access and Complete this Online Training

Participants must use a current version of Firefox or Chrome web browsers that [allows cookies and pop-ups](#). Please contact the [ITS Helpdesk](#) for assistance with configuring MyPLN requirements on your laptop or desktop.

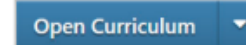
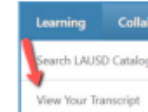
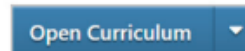
The Suicide Prevention and Awareness Training is made available via auto-enrollment (LAUSD employees are auto-enrolled) and self-enrollment (others can Search/Register).

1. Launch ONLY a Firefox or Chrome browser and go to <http://achieve.lausd.net/mypln>. Click the **Login to MyPLN** button and enter your full LAUSD email address and password.

2. **Search/Register:** Type 'SPAT' keyword in the search field located in the upper-right hand corner of the Home page.

In the search results, click the title for the *2024-2025 Suicide Prevention and Awareness Training*

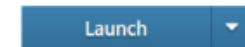
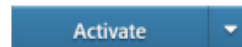
- a. In the Learning Details screen, click the **Open Curriculum** button.
- b. Continue to Step 4.



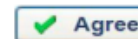
3. **Auto enrolled:** Hover over the **Learning** menu and click **View Your Transcript**.

4. From your **Active** transcript, click on the training's **Open Curriculum** button. Review the training description and related information.

5. Click the **Activate** and **Launch** buttons, then click the arrow icon to start the video.



6. Review MyPLN Online Course Requirements and click the **Agree** button at the bottom.



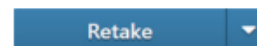
7. After the training module is successfully completed, the **Launch Test** button will enable.



- a. Click on the **Launch Test** button.
- b. Review the Examination Instructions and click the **Continue** button to begin the assessment.



- c. You may click on the **Retake** button until a 100% passing score is achieved



8. To access a training certificate, return to your **Active** transcript.

- a. Select your **Completed** transcript.
- b. Click on the training's **View Certificate** button.

