



Mental Health Toolkit

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Toolkit Overview

This compilation of evidence-based recommendations, tools and resources has been created to assist providers and other healthcare professionals who are working to improve mental health, promote positive well-being, and reduce harm associated with substance misuse for their patients and communities they serve. Each section of the toolkit contains fact sheets, tool kits and helpful resources.

The information and resources provided come from a number of national and state-level organizations listed below.

- Agency for Healthcare Research and Quality
- Centers for Disease Control and Prevention
- Crisis Prevention Institute
- Mental Health America
- Mental Health First Aid USA from National Council for Mental Wellbeing
- National Alliance for Mental Illness
- National Council for Mental Wellbeing
- National Harm Reduction Coalition
- National Institute on Drug Abuse
- National Institute of Mental Health
- Substance Abuse and Mental Health Services Administration
- VA Northern Indiana Health Care System
- World Health Organization

This toolkit is an evolving document. The electronic version may be updated as new information is acquired and will be made available at www.resourcehub.exchange.

Mental Health and Well-being

According to the World Health Organization, mental health is more than the absence of mental disorders. It is an integral part of health and there is no health without mental health. Mental health is a state of well-being in which an individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and is able to contribute to his or her community. The term well-being includes the presence of positive emotions and moods (e.g., contentment, happiness), the absence of negative emotions (e.g., depression, anxiety), satisfaction with life, fulfillment, and positive functioning.

The Centers for Disease Control and Prevention notes it is important to remember that a person’s mental health can change over time, depending on many factors. When the demands placed on a person exceed their resources and coping abilities, their mental health could be impacted. While 1 in 5 people will experience a mental illness during their lifetime, everyone faces challenges in life that can impact their mental health. More than half of people with a mental health condition in the U.S. did not receive any treatment in the last year.

Fact Sheets



Active Listening - The most common communication problem is not listening. To listen effectively, we must do more than just hear what is being said. We must be engaged and practice the four rules of active listening. Active listening is all about building rapport, understanding, and trust. [Link: https://bit.ly/3EksA6F](https://bit.ly/3EksA6F)



Six Tips to Maintain Mental Well-Being During COVID-19 – Some of the best things that individuals can do to preserve mental well-being is stick to a routine, maintain a regular sleep schedule, spend time outside when possible, step away from time to time, leverage technology for connecting with others, and practice positivity and gratitude. [Link: https://bit.ly/3jJL0Gm](https://bit.ly/3jJL0Gm)



Stress Awareness: Learning to Relax - We are all familiar with the word “stress.” It’s synonymous with change. Anything that causes a change in your life can cause stress, regardless of whether it is a positive or negative change. It is important to recognize when you’re feeling stressed, how stress can affect your body and health, and learn positive ways to reduce or cope with your stress. [Link: https://bit.ly/3vOEgf9](https://bit.ly/3vOEgf9)



Ten Elements of Verbal De-escalation - Using the ten elements of verbal de-escalation improves patient and staff safety, increases staff satisfaction, and reduces use of force and occurrence of violence. [Link: https://bit.ly/2ZUh7CF](https://bit.ly/2ZUh7CF)



Work & Life Balance - Daily stressors are a given in life. Burnout, however, is more than daily stress and it is important to recognize the early warning signs, identify ways to mitigate, and the importance of recognizing three good things each day. [Link: https://bit.ly/3pJykTK](https://bit.ly/3pJykTK)



Work & Life Balance Pocket Tip Cards | [Link: https://bit.ly/3Grlu0W](https://bit.ly/3Grlu0W)



Managing Depression During the Coronavirus Pandemic: Maintaining Your Mental Health – US Department of Veterans Affairs - It is common for people to experience an increase in symptoms of depression during the COVID-19 pandemic. It is especially important to make your mental health a priority and seek ways to cope during these challenging times by using self-help tips, staying informed and aware of available resources, and learning ways to safely engage with others. [Link: https://bit.ly/2ZwAhld](https://bit.ly/2ZwAhld)



NAMI Indiana State Fact Sheet. [Link: https://bit.ly/3nr1Jz1](https://bit.ly/3nr1Jz1)



What You Can Do for Depression – This resource provides a list of things you can do to cope with your symptoms of depression and improve your quality of life. [Link: https://bit.ly/3l3Wm86](https://bit.ly/3l3Wm86)



Depression Goal Setting – Repeatedly doing things you used to enjoy, even when you don't feel like it, can help your depression. Write a goal down, cut out the card provided, and keep it with you to remind and motivate you when feeling depressed. [Link: https://bit.ly/3stKC3a](https://bit.ly/3stKC3a)



Mental Health Emergency – It's important to know that warning signs are not always present when a mental health crisis is developing. This resource describes the warning signs of a mental health crisis, what to do in a mental health crisis, techniques that may help de-escalate a crisis, and how to respond to unusual behavior. [Link: https://bit.ly/3L9CjzX](https://bit.ly/3L9CjzX)



What is Depression – Depression is very common. It’s not just feeling down or sad. It’s a mixture of feelings and actions that a person has that makes up depression. This resource highlights a few things to know about depression and ways to help manage your symptoms and again do the things in life that you enjoy. [Link: https://bit.ly/3yyVLmP](https://bit.ly/3yyVLmP)



Good Mental Health is Ageless – A healthy mind is as important as a healthy body. However, being in good mental health doesn’t mean that you’ll never feel sad, lonely, or “down.” This resource highlights some situations that may prompt feelings of sadness or depression, behavior changes that may suggest emotional problems, and things you can do if depression or other changes in your behavior last longer than two weeks.

[Link: https://bit.ly/3I86soO](https://bit.ly/3I86soO)



Tips for Supporting Employee Mental Health – Work can be stressful, and so can homelife. When they interact and overlap, as they do in a work-from-home arrangement, we may find ourselves feeling overwhelmed. Within this booklet you will find tips on how to identify if someone at work is experiencing stress, anxiety, or depression; when and how to provide support; resources available at the national level; and tools that can be used for social media, emails, and newsletters. [Link: https://bit.ly/3FH21uj](https://bit.ly/3FH21uj)



Tips for Healthcare Professionals: Coping with Stress and Compassion Fatigue – This tip sheet explores stress and compassion fatigue, as well as signs of distress after a disaster. It identifies ways to cope and enhance resilience, along with resources for more information and support.

[Link: https://bit.ly/3FJVIXc](https://bit.ly/3FJVIXc)

Toolkits



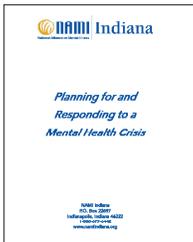
A Guide to Promoting Health Care Workforce Well-Being During and After the COVID-19 Pandemic - This guide from the Institute for Healthcare Improvement aims to support health care leaders at all levels with actionable tools for combating health care workforce burnout, fatigue, and emotional distress and is aligned with the IHI Framework for Improving Joy in Work. (To access this content on ihi.org, you will need to log-in or register for an account.)

[Link: https://bit.ly/3CesBZr](https://bit.ly/3CesBZr)



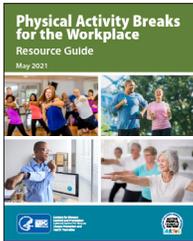
Compassion in Action: A Guide for Faith Communities Serving People with Mental Illness and Their Caregivers (2020) – This guide was developed by the U.S. Department of Health and Human Services’ (HHS) Center for Faith and Opportunity Initiatives (HHS Partnership Center) to help faith leaders from all religious and spiritual traditions, as well as their congregants, with a goal of increasing awareness and building capacity to serve people in their midst experiencing mental illness, and to care well for their family and/or caregivers. This guide is organized as seven key principles that offer a way for leaders to address mental illness in their community and to identify the small steps they can take to put their compassion into action.

[Link: https://bit.ly/3CdPPI9](https://bit.ly/3CdPPI9)



Crisis Planning for Family/Friends – This booklet from National Alliance on Mental Illness (NAMI) describes the parameters of what to do to get help in a crisis.

Link: <https://bit.ly/2Zt5g87>



Physical Activity Breaks for the Workplace Resource Guide, May 2021 - This guide from the Centers for Disease Control and Prevention encourages everyone to “Move more and sit less” by reducing sedentary time and being physically active throughout the day. It provides many resources and ideas to help employees build short (5–10-minute) activity breaks into their workdays. Link: <https://bit.ly/3EcPSeP>



Strength in Communities: 2021 Bebe Moore Campbell National Minority Mental Health Awareness Month Toolkit - Building on the work of visionary Bebe Moore Campbell, Mental Health America (MHA) developed this toolkit that highlights alternative mental health supports created by BIPOC and QTBIPOC communities of color, for BIPOC and QTBIPOC communities of color. The toolkit explores three topic areas: community care, self-directed care, and culturally-based practices. Link: <https://bit.ly/3b8vtLg>



Tools2Thrive Outreach Toolkit (2022) - This toolkit developed by Mental Health America contains media materials, social media and web components, posters, fact sheets, worksheets, and additional resources. Link: <https://bit.ly/39YnMu3>



VA Community Provider Toolkit - This toolkit is a resource for health care professionals working with Veterans outside of the VA health care system and offers information and tools relevant to Veterans’ mental health and well-being.

Link: <https://www.mentalhealth.va.gov/communityproviders/>



Your Healthiest Self: Wellness Toolkits – Because each person’s “healthiest self” is different, the National Institutes of Health (NIH) has developed a variety of toolkits to help individuals find ways to improve well-being related to areas such as surroundings, feelings, body, relationships, and disease prevention.

Link: <https://www.nih.gov/health-information/your-healthiest-self-wellness-toolkits>

Helpful Resources

Local/State

- Be Well Indiana | <https://bewellindiana.com/mental-health-resources/>
- Division of Mental Health and Addiction | <https://www.in.gov/fssa/dmha/about-dmha/>
- Mental Health America of Indiana | <https://mhai.net/resources/>
- NAMI Indiana | <https://www.namiindiana.org/resources>
- Qsource | <https://www.qsource.org/resources/>

National

- Agency for Healthcare Research and Quality | <https://www.ahrq.gov/topics/mental-health.html>
- Centers for Disease Control and Prevention | <https://www.cdc.gov/mentalhealth/>
- Crisis Prevention Institute | <https://institute.crisisprevention.com/Trauma-Informed-Care.org>
- Mental Health America | <https://www.mhanational.org>
- Mental Health First Aid USA from National Council for Mental Well-being | <https://www.mentalhealthfirstaid.org/2021/09/post-covid-19-trauma-and-how-mhfa-can-help/>
- National Alliance for Mental Illness | <https://nami.org/Home>
- National Council for Mental Wellbeing | <https://www.thenationalcouncil.org>
- National Institute of Mental Health | <https://www.nimh.nih.gov/>
- Substance Abuse and Mental Health Services Administration | <https://www.samhsa.gov/>
- VA Northern Indiana Health Care System | <http://www.mentalhealth.va.gov>
- World Health Organization | <https://www.who.int/teams/mental-health-and-substance-use>

Opioids and Harm Reduction

Prescription opioids are often used to treat chronic and acute pain and can be an important component of treatment when used appropriately. However, in 2019, nearly 50,000 people—approximately 136 per day—died from an opioid overdose, including prescription and illicit opioids. More than 28 percent of all opioid overdoses involve a prescription opioid.

There are strategies that can help prevent overdose and support the health and well-being of communities. Before prescribing, healthcare providers can help prevent addiction and overdose by examining whether the benefits outweigh the risks, particularly if the patient is taking more than one drug at a time. The best ways to prevent opioid overdose are to improve opioid prescribing, reduce exposure to opioids, prevent misuse, and treat opioid use disorder.

Fact Sheets



Be Opioid Aware | Word Search - Opioids are medications used to treat moderate to severe pain. Complete this word search and review the accompanying glossary to become more aware of the dangers of opioids and the importance of using, storing, and disposing of them properly. [Link: https://bit.ly/3jlmkOm](https://bit.ly/3jlmkOm)



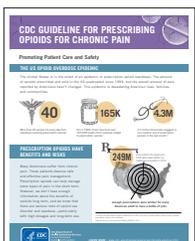
Zone Tool: Pain – Use this tool to engage patients who are on new or existing pain medication, help them assess their pain using a “stoplight” format, and understand when it is time to contact their healthcare provider. [Link: https://bit.ly/3Gw0is6](https://bit.ly/3Gw0is6)



Know the Facts About Opioid Pain Meds - This brochure describes what opioids are, how to use them safely, and the proper way to dispose of them safely. [Link: https://bit.ly/3jJUUYp](https://bit.ly/3jJUUYp)



Opioids Commonly Prescribed for Pain – List of opioids identified by their generic and brand names commonly prescribed for pain. [Link: https://bit.ly/3CgTFam](https://bit.ly/3CgTFam)



CDC Guideline for Prescribing Opioids for Chronic Pain – This “at-a-glance” fact sheet highlights the US opioid epidemic, how guidelines were developed to help improve care and reduce risks, as well as a brief review of the CDC recommendations.

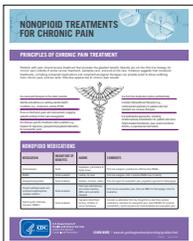
[Link: https://bit.ly/3nvSSw0](https://bit.ly/3nvSSw0)



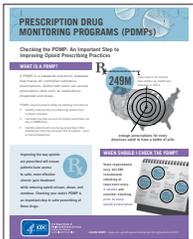
What You Need to Know About Treatment and Recovery - Opioids are highly addictive, and they change how the brain works. Anyone can become addicted, even when opioids are prescribed by a doctor and taken as directed. This resource describes the major warning signs of addiction, the importance of asking for help, and talking with the doctor to find out what treatments are best for you. [Link: https://bit.ly/3nwmODD](https://bit.ly/3nwmODD)



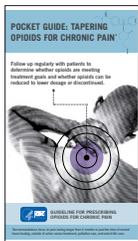
Take Action to Prevent Addiction - Every day in the United States, 41 people lose their lives to prescription opioid overdose. Prescription opioids—like hydrocodone, oxycodone, and morphine—can be prescribed by doctors to treat moderate to severe pain but can have serious risks and side effects. This resource provides various facts about opioids, encourages talking about your questions and concerns, and tips to reduce risks associated with this group of medications. [Link: https://bit.ly/3CiZioV](https://bit.ly/3CiZioV)



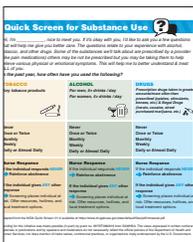
Nonopioid Treatments for Chronic Pain - Patients with pain should receive treatment that provides the greatest benefit. Opioids are not the first-line therapy for chronic pain outside of active cancer treatment, palliative care, and end-of-life care. Evidence suggests that nonopioid treatments can provide relief to those suffering from chronic pain and are safer. [Link: https://bit.ly/3vJDtvU](https://bit.ly/3vJDtvU)



Prescription Drug Monitoring Program (PDMP) Fact Sheet - A PDMP is a statewide electronic database that tracks all controlled substance prescriptions. Authorized users can access prescription data such as medications dispensed and doses. Checking your state's PDMP is an important step in safer prescribing. [Link: https://bit.ly/3ns4RL7](https://bit.ly/3ns4RL7)

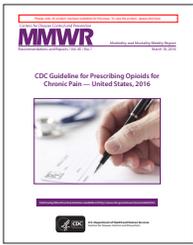


Pocket Guide: Tapering Opioids for Chronic Pain – Use this pocket guide describing how to taper opioid prescribing and how to monitor and adjust the patient's response to opioids. [Link: https://bit.ly/3EhiXFQ](https://bit.ly/3EhiXFQ)



Nursing Pocket Guide: Quick Screen for Substance Use - Use this pocket card to guide you through a quick substance use screening for your patients and offer resources for referrals, if needed. [Link: https://bit.ly/3b7WYVx](https://bit.ly/3b7WYVx)

Toolkits



CDC Guideline for Prescribing Opioids for Chronic Pain — United States, 2016 – This set of guidelines from the Centers for Disease Control and Prevention (CDC) provides recommendations for primary care clinicians who are prescribing opioids for chronic pain outside of active cancer treatment, palliative care, and end-of-life care. The guideline addresses 1) when to initiate or continue opioids for chronic pain; 2) opioid selection, dosage, duration, follow-up, and discontinuation; and 3) assessing risk and addressing harms of opioid use.

Link: <https://bit.ly/3mfae10>



Checklist for prescribing opioids for chronic pain: For primary care providers treating adults (18+) with chronic pain ≥ 3 months, excluding cancer, palliative, and end-of-life care.

Link: <https://bit.ly/3nrCDjN>



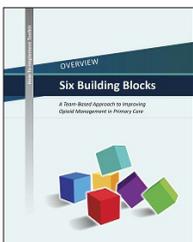
Opioid Overdose Prevention Toolkit – This toolkit from the Substance Abuse and Mental Health Services Administration (SAMHSA) provides facts around opioid use disorder, essential steps for first responders, information for prescribers, safety advice for patients & family members, and resources for overdose survivors and family members.

Link: <https://bit.ly/3pBC89j>

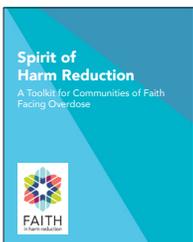


Safe Opioid Disposal - Remove the Risk Outreach Toolkit - Remove the Risk raises awareness of the serious dangers of keeping unused opioid pain medicines in the home and provides information about safe disposal of these medicines. Use these free tools from the U.S. Food & Drug Administration – public service announcements (PSAs), social media images and posts, fact sheets, and more—for talking with others about safe opioid disposal.

Link: <https://bit.ly/3vQs9y3>



Six Building Blocks: A Team-Based Approach to Improving Opioid Management in Primary Care: Self-Service How-To Guide - This guide from the Agency for Healthcare Research and Quality (AHRQ) is a step-by-step approach designed to support clinics as they independently implement effective, guideline-driven care for their patients with chronic pain who are using opioid therapy. Link: <https://bit.ly/3Bfrzer>



Spirit of Harm Reduction A Toolkit for Communities of Faith Facing Overdose – This toolkit from the National Harm Reduction Coalition explains how faith communities can contribute to harm reduction efforts within their communities. Link: <https://bit.ly/3mbFwWf>

Helpful Resources

Local/State

- Division of Mental Health and Addiction (DMHA)
 - About DMHA | <https://www.in.gov/fssa/dmha/about-dmha/>
 - Find a Local Service Provider | <https://www.in.gov/fssa/dmha/find-a-local-service-provider/>
- Know The Facts' Recovery resources | <https://www.in.gov/recovery/know-the-facts/>
- Local Coordinating Councils | <https://www.in.gov/cji/behavioral-health/local-coordinating-councils/>
- Overdose Lifeline | <https://www.overdoselifeline.org/>
- SHIP Happens | https://harm-lessindiana.org/?fbclid=IwAR1e2CGABiHWqIS-grTnsCHaVP-ZObG-9aOi_JIVi2Ib9ZoNARRyzImh6AMg

National

- AHRQ
 - HCUP Fast Stats - Opioid Hospital Use Map | <https://hcup-us.ahrq.gov/faststats/OpioidUseMap>
 - Opioids and Substance Use Disorders | <https://www.ahrq.gov/opioids/index.html>
- CDC Help and Resources National Opioid Crisis |
 - <https://www.cdc.gov/drugoverdose/index.html>
 - <https://www.cdc.gov/opioids/hhs-resources>
- National Harm Reduction Coalition | <https://harmreduction.org/>
- National Institute on Drug Abuse | <https://www.drugabuse.gov/>
- Opioid Summaries by State | <https://www.drugabuse.gov/drug-topics/opioids/opioid-summaries-by-state>
- SAMHSA | <https://www.samhsa.gov/medication-assisted-treatment>