

## APPENDIX A: WORKPLACE ASSESSMENT TOOL

Use this workplace assessment tool to gauge some of the assets and gaps in your organization as it relates to mental health care coverage, availability and other tools. You can also download an editable spreadsheet version of the tool customizable to your needs here:

[Online Mental Health Assessment Tool and Strategy for Building a Mental Health Program](#)

DO WE CURRENTLY:	BASELINE ASSESSMENT (DATE)	TACTICS FOR IMPLEMENTATION	WHO IS RESPONSIBLE?	RESOURCES	NOTES	TIMELINE / GOAL ACHIEVED	POST ASSESSMENT (DATE)
Regularly provide information about mental health issues and employee benefits to reduce the stigma sometimes associated with seeking help for mental health problems?							
Provide access to valid mental health screening tools?							
Give employees easy access to mental health support and care?							
Provide high-quality outpatient and inpatient coverage for mental health treatment when needed?							
Make it easy to understand how to access care?							
Provide appropriate access to outpatient care and a broad continuum of services, settings, and providers?							
Cover effective prescription medications for mental health conditions at a level that encourages their appropriate regular use?							
Encourage mental health and stress reduction through a comprehensive wellness and health promotion program?							
Provide managers with management skills and training in conflict resolution to reduce excessive workplace stress?							
Track disability claims for mental health conditions and provide case management services to facilitate timely return to work?							
Tie to safety and/or wellness programs or other means of education and access?							
Follow up, review and refine our internal workplace mental health program?							