



Identifying & Referring Students in Mental Distress

Product Roll-Out Plan

Should you decide to adopt *At-Risk* for your organization, these are the steps you'd take to ensure a successful roll-out (a more extensive roll-out plan is received after purchasing *At-Risk*):

Step 1 – Familiarize

Once your account is set up, your institution will need to choose a “course administrator” to be in charge of informing your faculty and staff on the availability of *At-Risk*. The course administrator can be someone in the counseling center, faculty development or outreach office, or any office of your choosing. Course administrators have many tools at their disposal, but without reading the **Implementation Manual**, these tools may not be entirely effective.

Summary: The implementation manual should be read as soon as possible by the course administrator to ensure *At-Risk* is used to its maximum potential.

Step 2 – Inform

Kognito has provided *At-Risk* clients with an array of roll-out tools. All of these tools are found digitally in the *At-Risk* portal. Here is a list of such tools and their primary functions:

- **Online trailer** — use during meetings with faculty where you want to give a brief introduction to *At-Risk*
- **PowerPoint Presentation** (customizable) — use during meetings with faculty where you want to introduce *At-Risk* in-depth.
- **Flyer** (customizable)— email to department chairs with instructions to print out and place in staff mailboxes
- **Email template** (customizable) — use to compose mass email to faculty and staff.
- **Faculty webpage** — place this link around your school’s website (counseling center page; faculty development page; anywhere you feel would it would be pertinent). This link has all the information a faculty member needs to access the program.

3. Usage & Follow-Up

Course administrators have the ability to see and export details concerning who in their faculty has started and/or completed the training. They can use this information to effectively follow-up with faculty members. A suggested timeline of follow-up emails can be found in the Implementation Manual.

Upon completion of the training, faculty and staff will be asked to complete a short online survey to help the evaluation process. Reports of the survey results are available upon request.

If you have any questions about the product and the roll-out please contact us at 212-675-9234 or info@kognito.com. We thank you for your interest in *At-Risk*.