CHECKLIST FOR EVALUATING A MENTAL HEALTH PLAN.

Introduction
Once a Plan/draft plan has been drawn up in a country, it is important to conduct an assessment of whether certain processes have been followed that could lead to the success of the plan, and whether various content issues have been addressed and appropriate actions included in the plan. This checklist is intended to assist with this.

While the checklist is limited in that it does not enable assessment of the *quality* of the processes or contents of the plan, evaluators are encouraged, when completing it, to consider the *adequacy* of both the process and content. Particularly where a response is "no" or "to some extent", it is suggested that they provide either an action plan to remedy the situation or a comment (in some instances the comment may, for example, merely be that a particular action is covered elsewhere, or that it is not possible to implement given the current resources available). The different modules in the WHO *Mental Health Policy and Service Guidance Package* can be consulted for more guidance on how to address relevant sections and for a better understanding of the issues mentioned in the checklist.

This checklist may usefully be completed by those who drafted the plan and/or by employees in the government itself. However, it is also important to have *independent reviewers.* Those involved in drawing up the plan may have personal or political interests or may be "too close" to the plan to see anomalies or provide critical input. Ideally, therefore, an independent multidisciplinary team should be convened to conduct an evaluation. A team is also advantageous as no single person is likely to have all the relevant information required, and debate is crucial for arriving at an optimal plan for the country. Furthermore, when relevant interest groups have been involved in the process of the development of the plan and/or in their evaluation, which leads to changes being made to the plan, it is likely that they will be more effectively implemented. It would be useful to include consumer organizations, family organizations, service providers, professional organizations and NGOs, as well as representatives of other government departments affected by the mental health plan.

Finally, although the checklist should be "scored" in terms of the document which outlines the mental health plan, it is important to have, or be familiar with, other relevant and related documentation. Often items are not covered in the plan because they are comprehensively covered elsewhere. For example, plans for health information systems or human resources may include mental health and are therefore deliberately not repeated in the mental health plan. This explanation should then be noted in the relevant section.

CHECKLIST FOR EVALUATING A MENTAL HEALTH PLAN

Please use the following rating scale to rate each item: 1 = yes/to a great degree 3 = no/not at all 2 = to some extent 4 = unknown	Rating	If "yes" or "to some extent" please state how. If not, please state reason(s).	Action required (if any)
PROCESS ISSUES			
1a. Was there a high-level mandate to develop the plan (e.g. from the Minister of Health)?			
1b. At what level has the plan been officially approved and adopted? (e.g., the department of mental health, Ministry of Health, Cabinet, Minister of Health)			
2. Does the plan include strategies and activities that are consistent with an existing and up-to-date policy?			
3. If no policy is available, does the plan include strategies and activities that are consistent with another official document(s) stating the direction(s) for mental health? Please provide relevant document(s).			
4. Are strategies and activities written in a way that commits the governments (e.g. do they state "will" instead of "should")?			
5. Has the plan been informed by:			
-- a situation analysis? and/or			
-- a needs assessment?			
6. Have effective strategies that have been utilized within the country and in other countries with similar cultural and demographic patterns been examined and integrated where necessary?			
7a. Has a thorough consultation process taken place with the following groups?			
-- Representatives from the health sector, for example, including planning, pharmaceutical, human resource development, child health, HIV/AIDS, epidemiology and surveillance, epidemic and disaster preparedness divisions?			
-- Representatives from the Finance Ministry?			

-- Representatives from the Social Welfare and Housing Ministry?			
-- Representatives from the criminal justice system?			
-- Consumers or their representatives?			
-- Family members or their representatives?			
-- Other NGOs?			
-- Private sector?			
-- Any other key stakeholder groups? If so, please list them.			
OPERATIONAL ISSUES			
8. Have comprehensive strategies been identified for each priority area for action?			
Looking at strategies:			
9. *Time frames*:			
-- Are time frames provided for each strategy?			
-- If so, are the time frames reasonable and feasible?			
10. *Indicators*:			
-- Are there indicators for each strategy?			
-- If so, are the indicators appropriate for measuring the particular strategy?			
11. *Targets*:			
-- Are there targets for each strategy?			
-- If so, are the targets realistic?			
Looking at activities:			
12. Are clear activities defined for each strategy?			
13. Is the person/group/organization responsible for each activity identified?			
14. Is it clear when each activity will start and finish?			
15. Are the outputs for each activity outlined?			

16. Have potential obstacles been identified?			
17. Costs and funding:			
-- Have the costs for achieving each activity been calculated?			
-- Is the funding for each activity available and allocated?			
CONTENT ISSUES			
18. Does the plan include relevant strategies and activities for **coordination & management?**			
(a) Are the composition and functions clearly defined for:			
-- The mental health coordinating body?			
-- The mental health focal point?			
(b) Is an adequate infrastructure in place/planned (including computers, Internet access and administrative support)?			
(c) Are regular meetings of the coordinating body scheduled?			
(d) Has a system of reporting to a high-level Ministry of Health official been set up for the mental health coordinating body?			
(e) Are coordination and management strategies and associated activities:			
-- Relevant?			
-- Evidence-based?			
-- Realistic and possible to implement?			
-- Adequately funded?			
19. Does the plan include relevant strategies and activities for **financing?**			
(a) Is it clear how services will be funded?			
(b) Is the plan clear as to whether/how user charges will be made?			
(c) Are financing strategies and associated activities			
-- Relevant?			

-- Evidence-based?			
-- Realistic and possible to implement?			
-- Adequately funded?			
20. Does the plan include relevant strategies and activities for **legislation and/or regulations on human rights?**			
(a) Where legislation and/or regulations are to be developed, have clear strategies/activities been specified for:			
-- the process of drafting the law(s)/regulations?			
-- defining the content of the law(s)/regulations?			
-- implementing the law(s)/regulations?			
(b) Where a review body to protect human rights is to be established, are clear strategies/activities specified for its establishment?			
(c) Are there any other strategies to protect and promote the rights of people with mental disorders?			
(d) Are the strategies on human rights and legislation and associated activities :			
-- Relevant?			
-- Evidence-based?			
-- Realistic and possible to implement?			
-- Adequately funded?			
21. Does the plan include relevant strategies and activities for **organization of services?**			
(a) Are there strategies and associated activities for the provision of services at primary, secondary and tertiary levels, with continuity between them?			
(b) Are there strategies and associated activities for deinstitutionalization?			
(c) Are there strategies and associated activities for developing community mental health services?			

(d) Has provision been made for psychosocial rehabilitation services at all levels of the health system?			
(e) Are the strategies on organization of services and associated activities:			
-- Relevant?			
-- Evidence-based?			
-- Realistic and possible to implement?			
-- Adequately funded?			
22. Does the plan include relevant strategies and activities for **promotion, prevention and rehabilitation?**			
(a) Are there clear strategies and associated activities for the promotion of mental health?			
(b) Are there clear strategies and associated activities for the prevention of mental disorders?			
(c) Are the strategies on prevention, promotion and rehabilitation and associated activities			
-- Relevant?			
-- Evidence-based			
-- Realistic and possible to implement?			
-- Adequately funded?			
23. Does the plan include relevant strategies and activities for the **procurement and distribution of essential medicines**?			
(a) If psychotropic medicines currently are not included on the Essential Drugs List is there a strategy and associated activities to include them?			
(b) Does the plan incorporate strategies and associated activities to improve reliability of the supply and distribution system at relevant levels of health service where treatment is provided?			
(c) Are there strategies and relevant activities for monitoring the continuous provision and assessment of psychotropic medicines?			

(d) Are the strategies on the procurement and distribution of medicines and associated activities:			
-- Relevant?			
-- Evidence-based?			
-- Realistic and possible to implement?			
-- Adequately funded?			
24. Does the plan include relevant strategies and activities for **advocacy?**			
(a) Is there a strategy with associated activities to support (technically and/or in practical terms) consumer groups, family groups and NGOs?			
(b) Is there a strategy and associated activities to involve consumers and family representatives in policy and service planning?			
(c) Are the advocacy strategy and associated activities:			
-- Relevant?			
-- Evidence-based?			
-- Realistic and possible to implement?			
-- Adequately funded?			
25. Does the plan include relevant strategies and activities for **quality improvement?**			
(a) Is there a strategy and associated activities for assessing quality?			
(b) Is there a strategy and associated activities for ongoing quality control of mental health facilities (e.g. standards)?			
(c) Is there a strategy and associated activities for accrediting facilities based on quality?			
(d) Are both hospital and community mental health facilities included in quality assessment?			
(e) Are the strategies on quality improvement and associated activities:			
-- Relevant?			

-- Evidence-based?			
-- Realistic and possible to implement?			
-- Adequately funded?			
26. Does the plan include relevant strategies and activities for **information systems?**			
(a) Have a strategy and linked activities been defined for:			
-- Reviewing the current mental health information system, and/or			
-- Improving the current mental health information system?			
(b) Does the strategy or linked activities include the systematic collection of mental health data from a range of sources at different levels of the health system (e.g. from general hospitals, primary health care and community levels)?			
(c) Is it clear how the information will feed back into:			
-- Policy development, mental health planning and service delivery?			
-- Clinical practice?			
(d) Are the strategies on information systems and associated activities:			
-- Relevant?			
-- Evidence-based?			
-- Realistic and possible to implement?			
-- Adequately funded?			
27. Does the plan include relevant strategies and activities for **human resources development and training?**			
(a) Is there a well-defined strategy with associated activities for assessing available personnel and competencies at different service levels?			
(b) Is there a strategy to improve the number of providers for mental health?			
(c) Are there relevant management strategies and activities to address:			
-- Recruitment?			

-- Retention?			
-- Deployment of staff?			
(d) Has provision been made for ongoing education, training and skills development?			
(e) Is there a strategy/relevant defined activities to introduce changes to undergraduate and graduate curricula of health and allied health workers?			
(f) Is there a strategy for training health providers to develop the appropriate competencies at the levels of :			
-- Informal community services?			
-- Primary health care services?			
-- General hospital care?			
-- Specialist care?			
(g) Are the strategies on human resources and associated activities :			
-- Relevant?			
-- Evidence-based?			
-- Realistic and possible to implement?			
-- Adequately funded?			
28. Does the plan include relevant strategies and activities for **research and evaluation**?			
(a) Are there strategies for improving capacity to conduct research and evaluation?			
(b) Will the research address practical issues for the country?			
(c) Has provision been made to evaluate the policy and plan?			
(d) Are research and evaluation strategies and defined activities:			
-- Relevant?			
-- Evidence-based			

-- Realistic and possible to implement?			
-- Adequately funded?			
29. Does the plan include relevant strategies and activities for **intrasectoral collaboration?**			
(a) Is a structure planned/in place through which intrasectoral collaboration could take place with the following departments within the health sector			
(b) Is collaboration with the following departments within the health sector included in the plan:			
- Planning?			
- Pharmaceutical?			
- Human resource development?			
- Child health?			
- HIV/AIDS?			
- Epidemiology and surveillance?			
- Epidemic and disaster preparedness divisions?			
30. Does the plan include relevant strategies and activities for **intersectoral collaboration**?			
(a) Is there a structure planned/in place through which intersectoral collaboration could take place?			
(b) Is collaboration with the following government departments included in the plan?			
-- Social services			
-- Justice			
-- Education			
-- Housing			
-- Corrections			

-- Police			
(c) Is collaboration with the following groups included in the plan?			
-- NGOs			
-- Consumer groups			
-- Family groups			.
(d) Have the following groups been considered?			
-- People with severe mental disorders?			
-- Children and adolescents?			
-- Older persons?			
-- People with intellectual disabilities?			
-- People with substance dependence?			
-- People with common mental disorders?			
-- People affected by trauma?			
(e) Given financial and human resources available in the country, has a reasonable balance been achieved between the above groups?			
(f) Overall, are the strategies on intersectoral collaboration and associated activities :			
-- Relevant?			
-- Evidence-based?			
-- Realistic and possible to implement?			
-- Adequately funded?			
31. To what degree have the key mental health strategies been integrated into the country's existing strategic plans for::			
-- Improving patients' rights?			
-- Improving rights for people living with disabilities?			

-- Overall health?			
-- Social welfare?			
-- Poverty reduction?			
-- Development?			

32. Taken into account the financial and human resources available in the country, comment on the general feasibility for implementation of the policy.