

## **Protocol for Agencies Providing Student Assistance Program Services In Blair County Schools**

### **I. Student Assistance Program Process**

- A. Schools and agencies will be familiar with the attached Student Assistance Process in Pennsylvania Flowchart.
- B. In Blair County, **SAP Liaisons** are representatives of the county mental health or drug and alcohol administration. They screen and refer students to SAP services as well as to treatment providers and outside agencies.

The role of the SAP liaison is the following:

1. Attend Student Assistance Program training.
2. Attend SAP core team meetings at least twice per month.
3. Provide consultation services to the SAP core team.
4. Provide screening and assessment and refer for services.
5. Act as a liaison between the school and agency (sharing of information as permitted by regulations).
6. Communicate any changes in the student referral to the treatment provider.
7. Provide other services as outlined or agreed upon in the written letter of agreement (e.g. staff development).
8. Be familiar with the school district's policies and procedures.
9. Assist students and parents in accessing services.
10. Facilitate critical incident/postvention services.
11. Participate in maintenance sessions.
12. Provide representation at SAP District Council meetings.
13. Co-facilitate or facilitate intervention support groups.
14. Report number of screenings conducted on Quarterly Statistical Reports.

- C. In Blair County, **treatment providers from outside agencies** provide various services to students identified by SAP liaison and/or the SAP core team.

The role of other treatment/providers is the following:

1. Provide outpatient therapy to identified students.
2. Attend Student Assistance Program training if participating on the SAP core team and/or providing services to students referred through SAP.
3. Attend SAP Leadership training if supervising staff who provide services in schools.
4. May attend the first SAP core team meeting of the month to verbally report on assigned cases per FERPA guidelines and agency confidentiality regulations.
5. Provide outpatient treatment in the school or at the agency.
6. Communicate with the SAP agency liaisons by using the referral tracking form (sharing of information as permitted by regulations) twice per month to update on the following:
  - open cases and treatment services
  - any delay in services for a particular student
  - active and/or discharged cases involving summer services for students (use the referral tracking form throughout the summer as appropriate).

7. Any significant change in progress and/or critical incident needs to be updated immediately to the liaison.
  8. Coordinate with family and/or other providers when applicable.
  9. Provide representation at SAP District Council meetings.
  10. Collaborate with MH and D/A SAP liaisons to provide data for the Quarterly Statistical Reports.
- D. SAP Liaison will coordinate and develop an intervention plan if there is a delay in providing a student with services.
1. Begin collecting and analyzing data to determine when students are referred and when services begin.
  2. Explore all benefit options including county liability for mental health or drug and alcohol services/treatment in the event that there is a delay in providing a student with services.
- E. For agency SAP liaisons and providers, critical incidents take precedent over attendance at a SAP core team meeting or a scheduled appointment with a student (e.g. assessment).

## **II. Communications**

- A. The Blair County SAP brochure will be updated and distributed on an annual basis.
- B. Each school will be provided with a packet which will include a description of each provider; names, positions, and contact information for staff; and services the agency provides.
1. UPMC Altoona (mental health liaisons)
  2. Blair Drug and Alcohol Partnerships (drug and alcohol liaisons)
  3. Blair Drug and Alcohol Partnerships (drug and alcohol prevention staff)
  4. Blair Family Solutions (mental health provider)
  5. Home Nursing Agency (mental health provider)
  6. Impact Counseling (drug and alcohol outpatient provider)
  7. ACRP (mental health provider)
  8. CenClear (mental health and drug and alcohol provider)

## **III. Training and Networking**

- A. SAP liaisons and agency staff must attend certified SAP training provided by a Commonwealth Training Provider.
- B. School district and agency administrators who are not required to attend and participate in SAP team meetings will attend SAP Leadership training.
- C. Each agency/provider will attend and participate in Blair County SAP Coordination Team meetings.
- D. Each agency will assure that staff providing services in schools received the appropriate training and/or certification.
- E. Agency staff will work with their assigned school district to attend and be familiar with emergency plans and procedures while working in the school.