

# **Pennsylvania Approved SAP Training Provider Handbook**



**January 14, 2019**

**Pennsylvania Network for Student Assistance Services**

**Departments of:  
Drug & Alcohol Programs, Education, and Human Services**

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## **PREFACE**

The Pennsylvania Network for Student Assistance Services (PNSAS) is responsible for the implementation and oversight of SAP and SAP Training. PNSAS includes the following:

- A. **Interagency:** Representatives from the Department of Education, Department of Drug and Alcohol Programs, and Department of Human Services.
- B. **Statewide staff:** Assist Interagency in the development and oversight of SAP.
- C. **Regional Coordinators:** Ten regional coordinators assist with implementation and provide technical assistance at the county and local levels. A map of the SAP regions which includes the list of Interagency members, Statewide Staff, and the Regional Coordinators can be found on the PNSAS website at <http://pnsas.org> under the PNSAS tab.
- D. **PA Approved SAP Training Providers (PASTP):** Provide SAP training and technical assistance at the local level. For purposes of this document, “Agency,” refers to the PA Approved SAP Training Providers.

The PA Approved SAP Training Providers are the vehicle by which the PA SAP training model is uniformly delivered to all potential SAP team members. The training system is open to accepting applications for new trainers on a yearly basis and the number of active trainers varies year to year. See the current list of PA Approved SAP Training Providers on the PNSAS website, [www.pnsas.org](http://www.pnsas.org) under the “About SAP-SAP” and then clicking the “PA Approved SAP Training Provider” tab. Additional information can also be found under the “Calendar & Events” tab.

**SECTION I.**  
**AGENCY GUIDELINES**

**A. Requirements**

As set forth by the Interagency Committee, the undersigned agency agrees to the following assurances in order to maintain training status as a member of the PNSAS Approved SAP Training System:

1. Maintain training design and practices, and assure all training team members consistently present information in accordance with the PNSAS Training Standards, Core Competencies, and Practices.
2. Submit and obtain approval from your designated Regional Coordinator when updating your training design, power points/presentations, practices, training team members, and/or Interagency directives.
3. Provide agency representation at each PA Approved SAP Training Provider meetings (see specific requirements in Handbook 2018). There will be a Spring Zoom and August TOT meeting annually.
4. Maintain lead trainer(s) that meet PNSAS established qualifications.
5. Actively participate and comply with the PNSAS SAP Training Monitoring Process.
6. Conduct at least one SAP Training per year (July 1 – June 30).
7. Submit training dates on the Event Submission Template to [RA-PWOMHSASStuAsstPr@pa.gov](mailto:RA-PWOMHSASStuAsstPr@pa.gov) and copy your Regional Coordinator 45 days in advance.
8. Submit a summary of training evaluations to your designated Regional Coordinator within 30 calendar days of each SAP training.
9. Complete and submit the SAP Training Spreadsheet to your designated Regional Coordinator, [ralves@pa.gov](mailto:ralves@pa.gov), and [RA-PWOMHSASSTUASSTPR@pa.gov](mailto:RA-PWOMHSASSTUASSTPR@pa.gov) no later than 6 months after each training in order to secure Act 48 credit hours and PNSAS SAP certificates.
10. Maintain a participant/training date list of those who have attended training by your agency.
11. Provide a complete listing of those who have been issued a SAP training certificate from the agency in the event the agency withdraws from the PNSAS SAP Training System.

Interagency reserves the right to revoke or suspend training status if there is a breach of this agreement.

**B. Training Design Expectations**

PA Approved SAP Training Providers will uphold PNSAS’ commitment to quality SAP trainings through the following:

1. Design trainings which include an accurate measurement of trainee’s attainment of the K- 12 SAP Training Standards and Competencies.
2. Use a variety of effective instructional designs that ensure high quality trainings and the attainment of the necessary competencies of all successful trainees.
3. Include experiences designed to prepare teams to:
  - a. Recommend appropriate services for students, schools, and families.
  - b. Collaborate effectively with local agencies.
  - c. Follow federal, state, and local confidentiality laws and regulations, in accordance with the district protocol.

**C. Agency Contracted Services**

PA Approved SAP Training Providers can utilize qualified personnel, either by employment or contract, to carry out with consistency the required training and technical assistance to ensure their ongoing professional development. Below is a chart of specific areas that can and cannot be contracted.

<b>Services</b>	<b>Allowable contracted services</b>	<b>Non-allowable contracted services</b>
Administrative tasks such as: printing manuals, materials, etc.	✓	
Training venue	✓	
Food	✓	
Registration	✓	
Training team members and topic presenters for the training, i.e., legal section presenter	✓	
Lead trainer (is only permitted to contract with one agency)	✓	
Lead trainer from one agency can cover in the absence of another agency’s lead trainer ONLY in an emergency situation	✓	
Oversight and management of all training details (other than what is listed above)		✓
Communication with PNSAS (including submission of SAP Training Spreadsheet and Event Submission Template)		✓

Receiving payment for SAP training		✓
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**D. Letter of Assurance (LOA)**

The Letter of Assurance, which outlines the requirements for continuing the agency’s status as a PA Approved SAP Training Provider, will be emailed annually to each agency. The LOA is signed by the agency director as well as any approved lead trainer(s). Changes to the agency director and/or lead trainer(s), must immediately be submitted through a revised LOA, to include required signatures. Changes to training team members require approval from the designated Regional Coordinator. Upon approval, submit an updated LOA.

**E. Event Submission Template**

PA Approved SAP Training Providers are required to submit ALL open and private SAP K-12 trainings a minimum of 45 calendar days in advance of the scheduled training date. The training dates will be posted on the PNSAS website. ANY revisions to any part of a training cycle or administrative change must be submitted on a revised template. This includes cancelations due to inclement weather, scheduling, changes in location, lead trainer, etc. See Section IV. B. for more information on the Training Process.

**F. Agency Attendance at Required Meetings**

An Agency **MUST** be represented at all required training provider meetings by a Lead Trainer, Executive Director or an Agency representative approved by the Regional Coordinator. (See section II. B.)

An Agency not represented at any of the meetings will be subject to the following:

1. First absence: PNSAS shall document the reason for the absence and will issue a warning to the agency.
2. Second absence: PNSAS shall suspend an Agency for a minimum of six months (see Temporary Suspension Status Section VII).
3. Any subsequent absences may be considered for revocation of Agency SAP trainer status (See Appeals Process Section VII).

(An Agency may be responsible for any costs incurred for a missed meeting/training, if applicable.)

**G. Agency Participation on Monthly PNSAS Zoom Meetings**

All Agencies and Lead Trainers are welcome to join the monthly PNSAS Zoom meeting. Meeting dates will be provided. Monthly agenda items will be solicited from agencies and lead trainers and sent out to the group. Anyone interested in joining the meeting should contact the Regional Coordinator for the Zoom meeting information.

**H. Lead Trainer**

**1. Process to Request a New Lead Trainer**

- a. An Agency currently with one -two lead trainers:
  - Contact your designated Regional Coordinator for a Lead Trainer Application.

- Potential Lead Trainer must complete the application and submit all required documentation. Applications will be reviewed by a PNSAS Review Team. Approval/denial will be communicated in writing to the agency.
  - A revised Letter of Assurance must reflect any newly approved lead trainer.
- b. An Agency currently with three or more Lead Trainers:  
Submit in writing to the designated Regional Coordinator and Interagency outlining the rationale of the need, the duties of the Lead Trainer, including how the distribution of the work load for the Agency will be coordinated and accomplished.
- If request for an application is approved by Interagency:
    - The Regional Coordinator will send the Agency the Lead Trainer Application.
    - Potential Lead Trainer must complete the application and submit all required documentation. Applications will be reviewed by a PNSAS Review Team. Approval/denial will be communicated in writing to the agency.
    - A revised Letter of Assurance must reflect any newly approved Lead Trainer.

## 2. **Change in Lead Trainer**

When an approved Lead Trainer leaves the Agency or is reassigned, the Agency will notify the assigned Regional Coordinator of the vacancy. If the Agency only had one Lead Trainer, an application for a new lead trainer must be made and approved prior to any SAP training being scheduled or delivered. In addition, the Agency will submit an updated Letter of Assurance, indicating the name changes. A lead trainer from one agency may cover in the absence of another agency's lead trainer ONLY in an emergency situation following communication with the Regional Coordinator.  
See Lead Trainer Section II for additional information.

## 3. **Reinstatement of Lead Trainer Status**

An Agency that intends to bring on an individual who has previously served as a lead trainer for another PASTP, a lead trainer that is returning to the same PASTP, or a new PASTP must adhere to the following:

- a. The Lead Trainer must have been a lead trainer in good standing within the past 2 years.  
(See lead trainer Section II. D. of this manual.)
- b. The PASTP can request to have the lead trainer's status reinstated by submitting a request to their PNSAS Regional Coordinator and allowing at least 30 days for review. If accepted, there is no need to complete a lead trainer application.
- c. Upon reinstatement, it is the PASTP's responsibility to ensure the lead trainer is current on all changes/updates to the training system. Within 30 days of the reinstatement, the PASTP shall submit a revised LOA and communicate to the Regional Coordinator the plan to update the new Lead Trainer.

### I. **Agency Change in Name and/or Structure**

1. If the Agency has changed its structure in some way (such as: agency buy-out, agency split, office move, or name change due to realignment, etc.) and intends to continue as a PA Approved SAP Training Provider, email this notification to your Regional Coordinator.



2. The Regional Coordinator will work with Interagency and respond within 15 working days (additional information may be requested).
3. Training is on hold until the request is approved.
4. If approved, a revised LOA must be signed by the Agency in order to resume SAP Training.
5. If not approved, the agency may complete a PA Approved SAP Training Provider Application.

**SECTION II.**  
**LEAD TRAINER(S) GUIDELINES**

**A. Requirements**

1. Ensure that all training team members follow the SAP K-12 Standards and Core Competencies utilized in the approved SAP training design.
2. Ensure that all training team members represent the position of PNSAS when presenting laws, regulations, guidelines, and the SAP process.
3. Deliver a minimum of one day of a three day SAP training per year.
4. Ideally, the same Lead Trainer should be present for all three days of the training. At a minimum one Lead Trainer must be identified, responsible, and in attendance for each day.
5. Attend mandatory PA Approved SAP Training Provider meetings.

**B. Attendance at PA Approved SAP Training Provider Meetings**

1. **Required Meetings: All Lead Trainers** are required to attend one virtual meeting **AND** one in person meeting over a two-year time frame. (Reminder, each **Agency MUST** be represented at all required training provider meetings each year by a Lead Trainer, Executive Director or an Agency representative approved by the Regional Coordinator.
2. **Lead Trainers Unable to Attend Required Meetings:**
  - a. Notify your Regional Coordinator of the absence as soon as possible.
  - b. Follow up with your agency's representative and/or your PNSAS Regional Coordinator to acquire the missed information as soon as possible.
3. **Consequences for Lead Trainers Missing Meetings**
  - a. A Lead Trainer that does not attend the required meetings over the two-year time frame will be issued a written warning from Interagency, copied to the Executive Director of the agency.
  - b. Failure of the Lead Trainer to attend the required meetings over the subsequent two year time frame will result in removal as a Lead Trainer. The individual will be able to continue serving on the training team, but not as a Lead Trainer.

**C. Inactive Lead Trainer Status**

If a Lead Trainer does not or cannot fulfill the role of Lead Trainer, he/she may submit a written request to the designated Regional Coordinator explaining the reason to become inactive for up to one year.

If the Lead Trainer would like to reactivate after the one year, he/she must email the Regional Coordinator. Interagency will make the final determination of the request. Upon being reactivated, they would need to be aware of any changes or new information to fulfil the role as Lead Trainer. It would be the responsibility of the Lead Trainer to assure preparedness, in collaboration with the

designated Regional Coordinator. If there are no other Lead Trainers at the Agency, the Agency will be inactive, not the Lead Trainer. (See Section VI. C.)

**D. Reinstatement of Lead Trainer Status**

A Lead Trainer, in good standing, may be eligible to reinstate his/her lead trainer status. The time frame to request a reinstatement is valid for up to two years after leaving a PASTP. If a Lead Trainer went on “Inactive status” for a year, this would count towards one of the years in the reinstatement. Good standing refers to maintaining professional conduct with no outstanding corrective action, disciplinary, or ethical violations. PNSAS will review requests on a case by case basis and reserves the right to require additional information. PNSAS will notify the Agency and lead trainer the decision of the reinstatement request.

**SECTION III.**  
**TRAINING TEAM**

**A. Requirements for Training Team Members**

A training team member must have completed SAP Training conducted by a PASTP. It is also recommended that they have completed the Bridge Training if applicable. \*To request a waiver to this requirement, please contact the Regional Coordinator.

**Note: Each training team member must ensure awareness that he/she represents the position of the SAP Interagency when presenting during SAP training.**

**B. Records**

A copy of the following must be kept on record by the Agency and submitted to the Regional Coordinator upon request:

1. Certificate of completion of K-12 SAP training.
2. List of the section(s) of the training they will be covering.
3. Resume of training team member(s). Resume must reflect training and expertise in the content presented.

**SECTION IV.**  
**TRAINING PROCEDURES**

**A. Changes to Training/Team/Design**

1. If the approved SAP training changes in any way, the training provider must submit the changes to the designated Regional Coordinator for approval a minimum of 30 days prior to day one of the training.
2. Changes could include the following: course outline, power point, training team member, case studies, post-training competency assignments, agenda, manual content, etc.
3. The Regional Coordinator will notify the PASTP of approval/disapproval within 15 days of receipt of the request.
4. No changes can be implemented without prior approval from the Regional Coordinator.
5. Please note, see guidance documents on the “Competency-based Training Design and Post-Training Assignments”.

**B. Event Submission Template**

[The Event Submission Template](#), located on the PNSAS site, must be submitted a minimum of 45 calendar days prior to all open and private SAP K-12 trainings. The Template includes instructions for completion and it will be used to verify trainings prior to issuance of certificates.

Failure to submit within the required timeline will result in the following:

1. Citation during the PNSAS monitoring process.
2. Delay or possibly prohibit the issuance of certificates.
3. Failure to follow the directions on the template may impede the issuance of training certificates.

**C. Exception to the Six-Month Deadline for Post-Training Assignments**

To request an exception:

1. A participant who has completed the site-based (seat time) K-12 SAP Training but has not completed his/her post-training assignments by the six-month deadline, must email the trainer a request for an extension due to extenuating circumstances.
2. The Lead Trainer emails the request to the Regional Coordinator.
3. The Regional Coordinator emails and discusses with Interagency whether to grant an extension.
4. Regional Coordinator will notify the Agency of decision.

**D. SAP Training Spreadsheet**

Each Training Provider must submit the SAP Training Spreadsheet to [RA-WOMHSASSTUASSTPR@pa.gov](mailto:RA-WOMHSASSTUASSTPR@pa.gov), [ralves@pa.gov](mailto:ralves@pa.gov) and the Regional Coordinator in order to process SAP Certificate and Act 48 hours.

The Spreadsheet is to be submitted no more than twice for each training.

1. When at least half of the trainees in a particular training have successfully completed their post-training assignments, certificates and Act 48 credits will be processed by PNSAS.
2. When the remaining trainees have successfully completed their post-training assignments, certificates and Act 48 credits will be processed by PNSAS.

#### **E. PNSAS SAP Certificates**

Participants are eligible to receive a certificate upon completion of SAP training **AND** post-training assignments, within six months from the last date of the training. PNSAS will issue certificates to the Agency for signature. The Agency will distribute certificates to participants.

#### **F. Act 48 Hours**

Pennsylvania Department of Education (PDE) certificated professionals are eligible Act 48 hours upon completion of SAP Training and post-training assignments. PDE will issue Act 48 hours to eligible training participants only after they have satisfactorily completed all the days of training and all post-training assignments.

### **SECTION V.** **MONITORING**

#### **A. Requirements**

Agencies are monitored **at least** every two years, with additional monitoring visits taking place as determined by PNSAS. Contact your **Regional Coordinator** for a copy of the monitoring document.

The purpose of monitoring is to:

1. Ensure that the SAP K-12 Training Standards and Competencies for SAP training are being met and delivered effectively.
2. Provide technical assistance to PA Approved SAP Training Providers to enhance the quality of SAP training.
3. Focus on the Agency's demonstrated adherence to the Letter of Assurance (LOA).
4. Issue PA Approved SAP Training Provider re-certification.

#### **B. Process**

1. Regional Coordinator will provide an email notification to the Agency when a biennial monitoring visit is scheduled. PNSAS reserves the right to monitor all or part of SAP trainings at any time with or without notice.

2. After the monitoring visit the Agency will receive an email with an attached written report of the monitoring visit. That report will need to be reviewed, signed, and returned via email to the Regional Coordinator that conducted the monitoring.
3. If all areas are in compliance, the Agency will sign the signature page and email it to the Regional Coordinator. Interagency will email a re-certification letter to the Agency.
4. If the monitoring report indicates area(s) of non-compliance, the Regional Coordinator will email the Agency with areas of non-compliance indicated. The Agency must email the Regional Coordinator a plan of correction to address each area.
  - a. Regional Coordinator must review and approve the plan of correction (the Regional Coordinator may consult with Interagency if needed). The Regional Coordinator will email the Agency if the plan was approved or if there are any required revisions to the plan. Once the plan is approved, the agency will email the Regional Coordinator proof of the implementation of the plan. Upon receipt of this proof (such as: revised power points, handouts, or activities, etc.), the Regional Coordinator will notify the Agency if there are any changes that are needed.
  - b. No further SAP training can occur until the plan of correction and successful proof of implementation is approved.
  - c. Once the plan and proof of the implementation of the changes has been approved by the Regional Coordinator, they will notify Interagency, who will then email a re-certification letter to the Agency.
  - d. Regional Coordinator may monitor to confirm the correction(s) have occurred.
  - e. Interagency reserves the right to suspend or revoke the certification of Agency as a result of non-compliance. (Refer to section "Compliance and Training Status", "Involuntary Suspension of Training.")

## **SECTION VI.**

### **COMPLIANCE AND TRAINING STATUS**

Agencies are expected to meet the requirements and standards set forth herein. An Agency that does not meet the requirements and standards will be subject to implementation of a plan of correction, suspension or removal as a PA Approved SAP Training Provider.

#### **A. Implementation of Plan of Correction**

An Agency that has been notified of area(s) of non-compliance has thirty (30) working days to submit a plan of correction. This plan of correction will be submitted to the Regional Coordinator.

1. Agencies will be notified in writing by the Regional Coordinator within 15 working days if the plan of correction has been accepted or denied.
2. If denied, the letter will outline requirements and/or suggestions for correction(s). The correction(s) must be submitted within 15 working days.
3. Your Regional Coordinator is always available for consultation.
4. Failure to submit a plan of correction within required time frames or correct areas of non-compliance can result in suspension of training privileges.
5. After your Agency's plan for correction is accepted, you should send evidence of completion for each item to your Regional Coordinator.

## **B. Voluntary Inactive Training Status**

To voluntarily inactivate the Agency's training status, follow these steps:

1. All post-training assignments and issuance of certificates must be completed prior to becoming inactive.
2. Notify the Regional Coordinator of intent to become inactive. The time frame and a plan to resume training at the conclusion of one year must be included.
3. Regional Coordinator will confirm receipt of the notice. Agencies are encouraged to continue to attend required meetings during the inactive period. If they cannot attend it is up to the agency to obtain information from missed meetings.
4. If inactive status extends beyond one year, send a notice to the Regional Coordinator detailing the reason and time frame to resume training.
5. An Agency can spend a maximum of two years on voluntary inactive status. If training has not been completed within two years, the Agency may be permanently removed from the PA Approved SAP Training Provider System.

## **C. Voluntary Request for Removal from the PA Approved SAP Training Provider System**

Agencies may request voluntary removal from the PA Approved Training Provider System when circumstances prevent the Agency from fulfilling the requirements. If an Agency wishes to be removed from the PA Approved SAP Training Provider System it can do so by following these steps:

1. Email Interagency at [RA-PWOMHSASStuAsstPr@pa.gov](mailto:RA-PWOMHSASStuAsstPr@pa.gov) stating the Agency's reason for removal from the training system. Copy the designated Regional Coordinator.
2. All participants list must be updated and submitted to their Regional Coordinator prior to removal from the training system.
3. Interagency will respond in writing with confirmation of the request.

## **D. Suspension/Removal from Training System**

The suspension or removal process can be initiated by PNSAS for a variety of reasons. This could include, but is not limited to, the failure to:

1. Sign and submit annual Letter of Assurance (LOA) by due date.
2. Offer or deliver a **minimum of one** SAP training per program year (July 1 to June 30).
3. Attend required Training Provider meetings.
4. Comply with the PNSAS Guidelines and Training Standards and Core competencies.
5. Submit Event Submission Template at least 45 calendar days prior to each training.
6. Submit SAP Training Spreadsheet within six months following a training.
7. Follow the SAP training certificate and Act 48 process.
8. Comply with monitoring process.
9. Complete the plan of correction requested by the timeline set by PNSAS.
10. Submit the training evaluations to Regional Coordinator within 30 days of each training.
11. To request approval for a training redesign prior to implementation.
12. Maintain professional conduct and compliance with Pennsylvania Approved SAP Trainer requirements.

## **E. Involuntary Suspension of Training**

1. An Agency and its training team are prohibited from conducting SAP training during suspension.

2. An Agency will be notified in writing from PNSAS Interagency of the suspension, including the length of the suspension.
3. An Agency must develop a plan to correct areas of non-compliance. The plan shall be submitted to their Regional Coordinator and Interagency by the date specified in the written notice from PNSAS Interagency about the suspension.
4. Within 15 working days, the Agency will be notified in writing whether or not their plan was accepted.
5. The Agency must submit additional documentation or an updated action plan to address the resolution of the cited area(s) within 15 working days.
6. Once the plan and all items are approved, the Agency will receive written notification from PNSAS Interagency that the suspension has been lifted and SAP training can be resumed.
7. If a plan and items for correction are not approved by the end of the suspension time frame, the training status may be revoked.

An Agency whose training status has been revoked is not eligible to re-apply to the PA Approved SAP Training Provider System for five years.

#### **F. Appeal Process**

If an Agency's training status has been suspended or revoked for any reason, the following appeal process is available:

1. The Agency may submit a written request to Interagency for a review within thirty (30) working days of receipt of the notice of suspension or removal. The request should include the reason(s) for appeal and provide any supporting documentation.
2. Interagency may schedule a review meeting with the Agency to review the documentation.
3. Interagency will provide a final decision in writing within 30 working days. No further appeals will be accepted.