**Student Assistance Process in Pennsylvania**

1. Concerns observed by referral source
2. Referral is made to the team
3. Assign a case manager

4. **OPTIONAL STEP** – If district Student Assistance Program policy requires a written parent/guardian permission prior to sending out Student Information Forms, then contact parent/guardian to explain the SAP process.

5. Send out and gather Student Information Forms from school staff (teachers, administration, nurse, counselor, etc.) and parent/guardian.

6. Review data at team meeting
   - Determine if the referral is appropriate and behavior causes barriers to education.

   **YES**
   - SAP team or SAP team member (case manager) meets with the student
   - SAP team meeting to discuss concerns and possible consult with liaison
   - Develop intervention plan with parent/guardian involvement

   **NO**
   - The SAP team decides the referral is not warranted.

   **YES**
   - Written parent/guardian permission obtained for referral to DA or MH screening or assessment

   **NO**
   - School based services

   **YES**
   - Review the intervention plan. Provide ongoing follow-up and support to student and family.

   **NO**
   - School based services

   **YES**
   - Liaison completes screening or assessment
   - Liaison shares recommendations with SAP team and parent/guardian *

   **NO**
   - Liaison completes screening or assessment
   - Liaison shares recommendations with SAP team and parent/guardian *

   **NOTE:** SAP team or SAP team member (case manager) monitor and communicate with parent/guardian and liaison and/or provider agency if warranted.

**REFERENCE:** Act 211 of 1990, Chapter 12 of School Code, Protection of Pupil Rights Act (PPRA), Family Rights and Privacy Act of 1974, DDAP “Student Assistance Program (SAP) and Substance Abuse Confidentiality Regulations Guidance Document (Revised August 23, 2016) (Federal Law 42 CFR Part 2)

Updated 1/16/2018

* Student consent to share recommendations should be obtained when 42 CFR Part 2 and 4 Pa. Code §255.5 apply.