

SAP Team Functioning Survey



Your input will help us strengthen our team and improve how the team functions. The survey is important, and all responses will be kept confidential. Please complete this survey individually. One team member will gather the responses and share a summary with the group. As you go through the statements below, choose the number that best reflects how well you think the SAP team is doing in each area.

SAP Team Essentials Our SAP team...	Strongly Disagree 1	Somewhat Disagree 2	Neutral 3	Somewhat Agree 4	Strongly Agree 5	Comments:
Has adequate meeting time to manage the SAP process for all referred students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Uses team meetings productively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shares case management duties and other SAP tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has been trained by a PA Approved SAP Training Provider.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has enough members to handle the number of referrals we receive.						
Works together effectively to achieve our goals.						

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SAP Team Essentials	Strongly Disagree 1	Somewhat Disagree 2	Neutral 3	Somewhat Agree 4	Strongly Agree 5	Comments:
Our SAP team...						
Regularly reviews data to identify strengths and needs of our process.						
Members have opportunities for training and updates relevant to their role in SAP.						
Informs school staff annually about SAP, including referral reasons, how to refer, and completion of behavior checklists.						
Regularly reviews SAP forms and updates as needed.						
Is supported by our building administration who actively participates	<input type="checkbox"/>					
Informs parents/guardians about SAP through a variety of communication methods (e.g., website, Back to School/Open House, newsletters).						

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SAP Team Essentials Our SAP team...	Strongly Disagree 1	Somewhat Disagree 2	Neutral 3	Somewhat Agree 4	Strongly Agree 5	Comments:
Informs students annually about SAP being available to support students (and about the process for self and peer referrals, if appropriate).						
Demonstrates cultural awareness in working with families and students.						
Intervenes early when students exhibit observable behaviors of concern.						
Uses a systematic, data driven process to ensure SAP is available to all students (K-12).						
Prioritizes family engagement and values student/family voice.						
Utilizes strengths of students and their families to build connections and support.						
Prioritizes cultural preferences and needs of the student and family throughout the SAP process.						
Applies trauma-informed values and practices to support students and families as they process each referral.						
Maintains student and family confidentiality.						

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Referral	Strongly Disagree 1	Somewhat Disagree 2	Neutral 3	Somewhat Agree 4	Strongly Agree 5	
Our SAP team...						
Has established procedures to receive, and process written or electronic referral forms.						
Receives SAP referrals based on observable behaviors.						
Receives SAP referrals from a variety of staff in the school building.						
Reviews all referrals as a team to determine next steps (i.e., continue with SAP or refer to crisis or other school initiatives or teams).						
Communicates with other initiatives and/or teams in the building to route referrals when appropriate.						

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Data Collection Our SAP team...	Strongly Disagree 1	Somewhat Disagree 2	Neutral 3	Somewhat Agree 4	Strongly Agree 5	
Obtains appropriate parent/guardian consent for the SAP process.						
Utilizes behavior checklists and other school data for every referral.						
Conducts parent/guardian conversations to gather information and build rapport.						
Conducts student conversations to gather information and build rapport.						

Action Planning Our SAP team...	Strongly Disagree 1	Somewhat Disagree 2	Neutral 3	Somewhat Agree 4	Strongly Agree 5	
Develops action plans with student, staff, and family input.						
Develops action plans that are data-driven, measurable, and sufficient to address the prioritized concern(s) for the student.						
Identifies and recommends appropriate school and community resources.						

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Follow-Up Our SAP team...	Strongly Disagree 1	Somewhat Disagree 2	Neutral 3	Somewhat Agree 4	Strongly Agree 5	
Monitors and reviews action plans through check-ins with students, family and referral source(s).						
Tracks progress using data and adjusts action plans as needed.						
Has an established process to close SAP cases when appropriate.						
Has an established process to track PDE4092 data and submits data annually.						

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