

SAP Best Practices by Phase

Team Planning

Phase 1 Referral

- Observe behavior concern
- Receive SAP referral
- Team initial review of referral
- Assign a SAP Team Case Manager

Phase 2 Data Collection

- Distribute and collect behavior checklists
- Gather other relevant data
- Complete parent/guardian conversation and obtain written permission for SAP
- Conduct student conversation
- Review and summarize data

Phase 3 Action Planning

- Engage student and family to develop an action plan
- Identify appropriate school and community resources
- Consult with SAP Liaison to determine the need for a screening or assessment
- If screening or assessment is recommended, obtain written consent
- Ensure the action plan is data-driven, measurable, and achievable

Phase 4 Follow-Up

- Monitor and review the action plan through check-ins with student, family, and referral source
- Track progress data and adjust the plan as needed
- Close case when appropriate
- Complete PDE4092 form

Best Practices: Phase 1 - Referral

Observe behavior concern

Anyone can refer a student to SAP for observable behavior of concern

Receive SAP referral

Referrals should be made in writing using paper or electronic referral forms

Team initial review of referral

At a SAP meeting, the team determines the pathway for the referral and routes to other teams as needed

Assign a SAP Team Case Manager

Select a SAP Team Case Manager for each student who is the best fit or has a connection with the child/family

Phase 2
Data
Collection

Phase 3
Action
Planning

Phase 4
Follow-Up

Best Practices: Phase 2 – Data Collection

Distribute and collect behavior checklists

Checklists are gathered from all staff who interact with the child (counselors, administrators, teachers, nurses, coaches, etc.)

Gather school data

This could include data on grades, attendance, behavior, discipline, nurse visits, and more

Complete parent/guardian initial conversation and obtain written permission for SAP

This initial contact will explain SAP, build rapport, and gather info

Conduct student conversation

Active consent for SAP must be received from the parent before the student conversation

Review and summarize data

This data will be used in the next phase

Phase 1
Referral

Phase 3
Action
Planning

Phase 4
Follow-
Up

Best Practices: Phase 3 – Action Planning

Phase 1
Referral

Phase 2
Data
Collection

Engage student and family to develop an action plan

Family engagement is an important part of SAP and action plans are developed to assist in connecting the student/family to recommended services both in school and in the community

Identify appropriate school and community resources

Use resource maps or lists and use data to drive decision-making

Consult with SAP Liaison to determine the need for screening/assessment

SAP Liaisons can also assist in recommending other services

If screening or assessment is recommended, obtain written consent

Active written parent/guardian consent must be received for the Liaison to complete a screening or assessment

Ensure the action plan is data-driven, measurable, and achievable

Include goals, action steps, timelines, and progress measures

Phase 4
Follow-
Up

Best Practices: Phase 4 – Follow-Up

Phase 1
Referral

Phase 2
Data
Collection

Phase 3
Action
Planning

Monitor and review the action plan through check-ins with student, family, and referral source

Ongoing communication is a key component of follow-up to ensure the plan is being implemented and the services/supports being provided to the student are being successful in helping the student reach their goals

Track progress using data and adjust the plan as needed

Continue to collect data to drive decision-making and adjust action plans

Close the case when appropriate

Cases are closed when services are being implemented, progress is made toward goals, or at the end of the year

Complete PDE4092 form

Records kept throughout the process will aid in state reporting requirements