FAQ Corner

"How Many Different Teams are in Your School?"

How should your SAP team interact and support other initiatives in your school buildings? How does your district's threat assessment protocol interact with your SAP process? The following is an excerpt from the SAP Frequently Asked Questions and Best Practice Document. You can also see the Model K-12 Threat Assessment Procedures and Guidelines provided by PA Commission on Crime and Delinquency.

6. Is SAP required if the school has other team-based initiatives (e.g., MTSS, PBIS, IST, etc.) in place?

Yes, SAP is mandated by Section 1547 of the School Code and 22 Pa. Code 12.42. SAP provides identified students with support and referral to school and/or community-based interventions when they are experiencing a barrier to learning. However, there are no regulations prohibiting an SAP team from being integrated and/or aligned with other team-based initiatives, such as MTSS, PBIS, IST, etc., provided SAP requirements continue to be met. If your school or school entity is interested in working toward integration and/or alignment of SAP with another initiative, please contact your regional SAP Regional Coordinator for assistance.

65. How should threat assessment protocols interface with existing SAP referral protocols?

The Student Assistance Program (SAP), established under section 1547 of the PA Public School Code, SAP is designed to assist school personnel in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student's success. Pennsylvania requires all school entities (school districts, charter schools, and cyber charter schools) to have SAP programs for all grades (elementary and secondary). In addition to SAP, Pennsylvania state law requires that school entities prepare written plans for implementing comprehensive K-12 program of student services in the areas of counseling, psychological services, health services, social work services, and other student supports.

A student may be referred to the Student Assistance Program for follow-up and support pending the outcome of the threat assessment. This may be particularly important to do in lower-level threats determined not to be an imminent threat to school/others. If the student has been referred to the Student Assistance Program in the past, or if there is an open referral in which the SAP team is actively gathering data related to potential barriers to learning, the SAP team should consider what relevant data may be able to be utilized by those with legitimate educational interest that are involved in threat assessment procedures.

66. What individuals should serve on both an SAP Team and Threat Assessment Team?

Individual districts/school buildings should determine how to most effectively engage in a teaming structure that allows for optimal usage of school personnel. Mental health professionals in the school setting should be dual members, as should staff with specific training in both SAP and threat assessments. This could include the nurse, school administrators, school safety and security coordinator, and district/building administrators. Given the overlap in membership of SAP and Threat Assessment Teams, cross-training is recommended. Specifically, it is recommended that school staff members serving on Integration with Threat Assessment Teams. SAP teams are trained in and familiar with the threat assessment protocols. Similarly, it is recommended that members of the Threat Assessment Team have been SAP trained.

SAP and Threat Assessment are both vital parts of your schools' response to concerns about students in your buildings. Finding ways to clarify the responsibilities of each team or integrate processes will help streamline and improve your assistance to students and families in your district! Contact your PNSAS SAP Regional Coordinator for assistance.

SAP Interagency

Department of Drug & Alcohol Programs (DDAP)

PA Department of Education (PDE)

Department of Human Services (DHS)

Training Opportunities

SAP Training - For upcoming training opportunities, click **here**.

STAR-Center Virtual Conference - To be held 5/10/24 - click **here** for details.

Commonwealth Prevention Alliance Conference - To be held 6/12-6/14/24 - click here for details.

Grants

For open PA Commission on Crime and Delinquency (PCCD) grant opportunities, click **here**.

Liaison FAQ Corner

"How Can Liaisons Help Teams?"

Many liaisons and agencies have questions about recordkeeping – where do screening/assessment records physically remain, how long are they kept, and who should have access? The excerpts below are from the <u>Liaison Frequently Asked Questions</u>.

25. How long should agencies maintain screening records?

It is the responsibility of the agency to decide what type of record or category a SAP screening would be classified. Once determined, the SAP screening would be disseminated and maintained following the established agency procedures for those types of records.

27. Where should records from screenings and assessments be kept?

Screening and assessment records should be kept at the agency in a secure, locked file and should not be kept in a school. Screening and assessment records generated at the school should be transported to the agency as soon as possible. While in transit, all records should be kept in a file box, locked in the trunk or in a locked car.

29. What should liaisons keep as part of a SAP agency record?

- *Signed parent/guardian consent form*
- *Signed parent/guardian refusal form*
- *Dates and notes from SAP meetings where referred student was discussed (i.e. referral reason, grades, etc.).*
- *Dates/notes from all parent/guardian contacts*
- *Screening/Assessment*
- *Recommendations*
- *American Society of Addiction Medicine(ASAM)/Pennsylvania Client Placement Criteria(PCPC)*
- *Confirmation/Denial of services*
- *Monitoring/progress notes or reports*
- *Any additional documentation required by the agency*

If you have additional questions regarding liaison recordkeeping, you can reach out to your agency administrator, county funding sources, or regional coordinator! If you need assistance, contact your <u>SAP Regional Coordinator</u>.
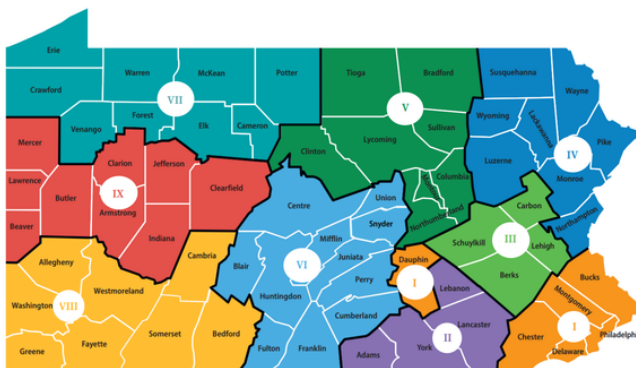
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