



PNSAS SAP CONNECTION

SEPTEMBER 2023

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A MONTHLY NEWSLETTER BROUGHT TO YOU BY PA NETWORK FOR STUDENT ASSISTANCE SERVICES

FAQ Corner

To Share or Not to Share? (Transfer of SAP Records)

For SAP Teams: Let's talk about what records teams should let other teams see. It is always good to think about what you should share and make sure your team members are on the same page. The following are excerpts from the SAP Frequently Asked Questions and Answers Document (SAP FAQ) available by clicking [here](#).

37. Are SAP teams permitted to share records with other SAP teams within the school entity (e.g., elementary to middle school, middle school to high school)?

The school entity's records policy should be adhered to at all times. However, for continuity and ongoing support, teams are encouraged to share records with the next building, especially since transitions are difficult for many students. The goal of sharing records is to maintain consistent support, so the student is successful in the new building. Sharing information is particularly important for continuity of supports if the team is actively working with the student at the end of the school year since this will assist with continuity of interventions and supports. There are many variations on how this is addressed within each school entity, and teaming between building SAP teams would be helpful to determine transition plans and effective communication.

38. Are SAP teams permitted to share records with other school entities?

The school entity must make this decision after referring to its records policy. However, SAP files should be included in the list of educational records on the transfer of educational records form. The parent/guardian signs this form and it is sent to the original school to obtain academic and other educational records. When the new school entity receives the files, the SAP files should only be shared with SAP team members.

39. Is a release needed when a part-time Career and Technology Center CTC) refers a student back to his/her sending school and plans to share information with the school?

No. The part-time CTC can send and receive SAP referral forms without obtaining extra documentation. It is advisable to communicate with the home school to assist with this transition. Prior to the return, a CTC SAP team member could attend a meeting at the home school to plan for the move.

Once you have gotten the records-what should your team do with them? It is tempting to wait to start SAP team meetings, since it is so busy at the beginning of the year. However, it is a good time to review all past active student records, especially any student SAP records from another team that you need to familiarize yourselves with before an influx of new referrals starts. We do not want students to fall behind due to not having the needed supports. Teams should review records and for the ones that were open, determine which students you should check in with. Contact the parents to see how their child is doing and to see if they are interested in continuing the supports. Even if the parents decline, this is a great way to reach out to parents and build a trusting relationship with them. That way they know who to call if the need arises again. So, sharing records is essential to help students from falling behind or feeling unsupported in school.



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](#).

Pennsylvania Association of Student Assistance Professionals (PASAP) Annual Conference - To be held 2/25/24-2/27/24 in State College - click [here](#) for details.



Grants

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



Liaison Corner

What do you share? (Screening/Assessment Recommendations)

For Liaisons: SAP Teams are eager to hear the outcomes of screening and assessments so they can better help a student. However, there are some boundaries that need to be considered. See the following questions from the SAP Liaison Frequently Asked Questions and Answers Document (FAQ) available by clicking [here](#).

32. What is a liaison allowed to share from a screening or assessment in writing to the school?

Liaisons completing a screening can share recommendations the liaison has for a student, as long as there is an informed, written release signed by parent/guardian. In the case of a drug and alcohol liaison that completes assessments, a student must sign the release of information. In the case of a mental health liaison that completes assessments and the student is over 14, the student must sign the release of information. The agency should not provide the school a copy of the completed screening or assessment. However, they can provide a copy of the blank assessment tool at the beginning of the school year. If a student who is being assessed does not sign the release of information, the liaison should not conduct the assessment in the school. In the event a student discloses threat to self/others, the liaison should follow procedure in notifying appropriate individuals (parent, school, emergency delegate, or possibly the police).

33. What do liaisons share verbally verses written? (What should we be telling them so that they can accurately complete the PDE 4092 reporting forms?)

Liaisons should share screening/assessment recommendations in writing to the team, rather than verbally. This should be placed in the student SAP file. No verbal information should be shared with the team that violates confidentiality regulations.

It is important to work out the details of sharing screening/ assessment information before the school year starts and have this written in the letter of agreement (LOA) so that it is clear to all.

If you have further questions, [contact your SAP regional coordinator](#).

Information

The 2023 PA Youth Survey (PAYS) is being administered this fall. You can still sign up or get more info on PAYS [here](#)! Check out this [handout](#) and [video](#) to learn more about PAYS.

September is National Suicide Prevention Month - You Can Be a Light. The Jana Marie Foundation, Aevidum, Prevent Suicide PA, Pennsylvania Network for Student Assistance Services (PNSAS), STAR-Center at the University of Pittsburgh, and Garrett Lee Smith (GLS) Youth Suicide Prevention Grant are pleased to share a [resource guide](#) for communities for National Suicide Prevention Month. The resource guide provides examples of activities that you can implement in your organization or community to raise awareness of the importance of suicide prevention. This includes ideas for events, training, social media posts, virtual backgrounds, a sample proclamation, and more.

PSA Contest for Youth Suicide Prevention - Prevent Suicide PA is once again hosting the annual PSA contest for high school students. Engage students in dialogue around suicide prevention, the importance of positive messaging, and communicating effectively. The contest will begin September 18, 2023 and more details are available soon [here](#).