SAP CONNECTION

A MONTHLY NEWSLETTER BROUGHT TO YOU BY PA NETWORK FOR STUDENT ASSISTANCE SERVICES
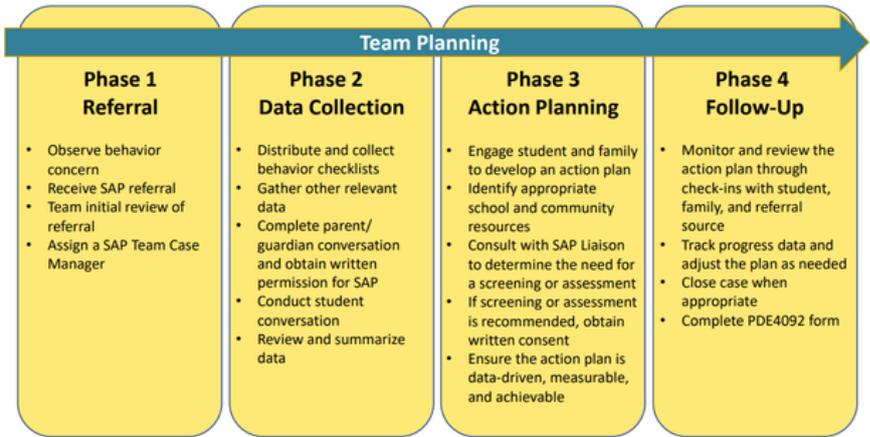
Navigating the Teams Page

This year's SAP articles will focus on the resources available on the PA Network for Student Assistance Services (PNSAS) website. PNSAS regularly updates documents and adds additional resources to the site. The SAP Connection articles will review available resources each month to assist SAP teams and other stakeholders.

The Teams page includes helpful documents such as the "**SAP Best Practices by Phase**." This document provides a visual breakdown of each of the four phases of SAP and the activities that occur in each phase. On the right you will see a picture of the overview of the SAP Best Practices by Phase.

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

Not sure which resources or documents you need? The **PNSAS SAP Resource List** is a great place to start. It includes links to our most up to date documents. The resource list is broken down into four topics. The first, General SAP in PA, starts at the very core of the SAP process and links documents like "What is SAP?" and "Laws Pertaining to SAP" which can help your team understand their responsibilities.

The second topic in the resource list is the Best Practice and Guidance Documents which includes all of the best practice documents for teams and liaisons. It also has considerations for schools and providers concerning school-based outpatient treatment.

The third topic contains links to all of the sample forms your team may need. Don't have an agenda for your team meetings? Need to know what a behavior checklist might look like? Let us help!

The last topic on the resource list is reporting and it provides links to the PDE 4092 for schools and the SAP Liaison Annual Report (SLAR) . PNSAS is dedicated to helping your team be successful. Your Regional Coordinator is available to answer questions and support your team.

Please reach out to your **PNSAS Regional Coordinator** for assistance.

PNSAS
PENNSYLVANIA NETWORK for STUDENT ASSISTANCE SERVICES

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**.

Grants

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

Commonwealth Prevention Alliance Conference

JUNE 10-12, 2026
Hilton Harrisburg
One N. 2nd Street, Harrisburg, PA

Participants gain actionable strategies, explore research-informed approaches to prevention, and connect with peers across fields such as education, public health, social services, law enforcement, and youth development. Info is available **here**.

DDAP Launches Family Learning Series - Supporting Loved Ones Affected by Substance Use Disorder

The Pennsylvania Department of Drug and Alcohol Programs (DDAP) has launched a Family Learning Series for family members, loved ones, and friends supporting someone with a substance use disorder.

Access the Family Learning Series on DDAP's website.

Spring is Here — It's Time to Submit Your SAP Data!

With the end of the school year quickly approaching, now is a great time to get organized and start entering your SAP cases for both SAP teams and SAP liaisons. Getting a head start now can help make your June submission smooth and stress-free.

As a reminder, each school building is asked to submit anonymous student referral data using the SAP 4092 Form through the **Commonwealth SAP On-Line Reporting System** by June 30, 2026. The system is already open, so you can begin entering data as you wrap up the school year. You can even start a SAP form with just a case number and add details later.
Taking a little time now can make a big difference later—thank you for all the important work you do to support students!

Why Youth Voice Matters in Prevention

Penn State EPIS is hosting a webinar series on Elevating Youth Voice in Prevention. Youth voice plays a critical role in effective, equitable prevention. Participants will explore strategies and practices for incorporating youth involvement in community-wide, decision-making processes.
All webinars will be held from 10:00-11:00am on the following dates with the listed topics:
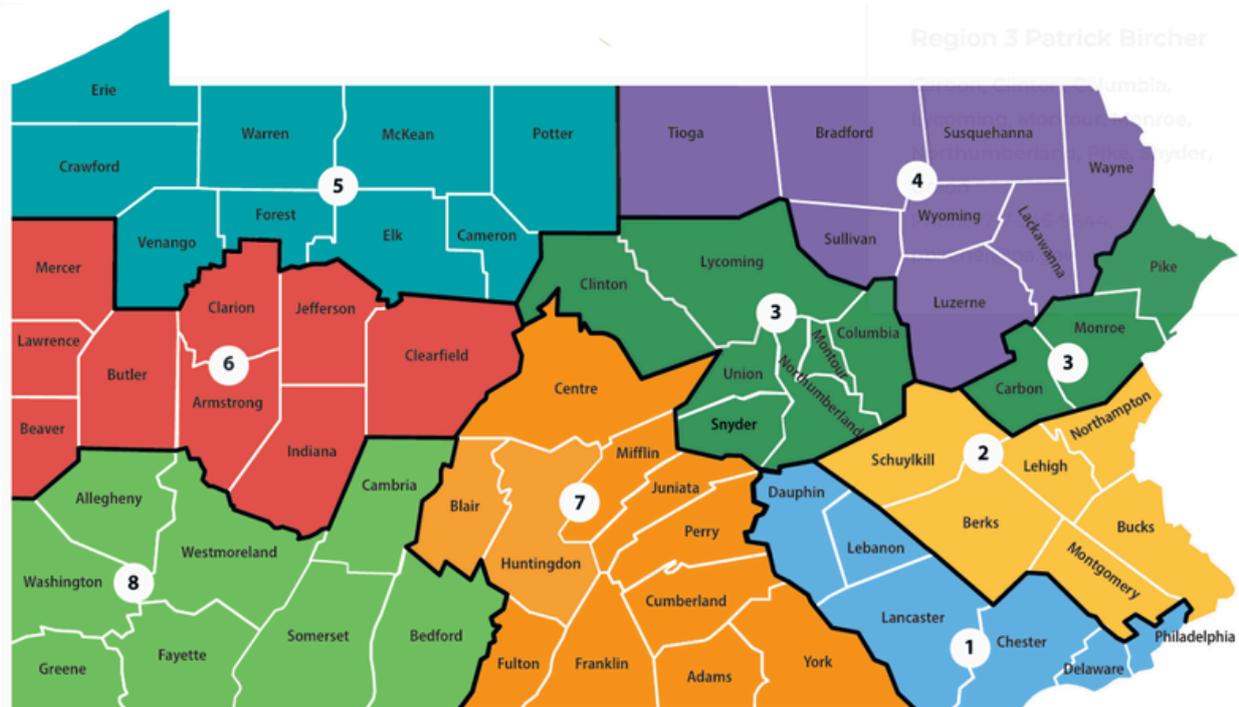- March 5th - Why Youth Voice Matters in Prevention
- April 9th - Creating Pathways for Youth Participation
- May 14th - Preparing Youth and Adults to Work Together
- June 4th - Sustaining Youth Voice & Turning Input into Action

More information available here.

PNSAS

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STUDENT ASSISTANCE PROGRAM
Established 1984