



PNSAS SAP CONNECTION

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

FAQ Corner



“Who is at Your Table?”

Often schools have questions about who should be on their SAP teams – who CAN and who SHOULD be on your SAP team? At your next SAP team meeting before you get started on the agenda, take a quick look around and see just who is on your team. Take a minute and review the questions below from the [SAP Frequently Asked Questions and Best Practice Document](#). If you’d like assistance, reach out to your [SAP Regional Coordinator](#).

9. What is the role of school administration on an SAP team?

It is recommended that each educational entity have a building level administrator who is SAP trained and serves as an essential member of the SAP team. Additionally, it is recommended that each school entity have a central office administrator who is trained and serves as an ad-hoc member to the SAP team(s) within the school entity to ensure that SAP teams are operational.

10. Is best practice for a school entity to have a designated central office administrator responsible for overseeing SAP K-12?

Yes, best practice is to have a designated central office administrator whose responsibility is district-wide K-12 coordination of SAP.

59. What professional can sit on a team? What professionals can attend SAP K-12 Training and serve on an SAP team?

When selecting members of your SAP team, please consider members who have a legitimate educational interest and contractual agreement that includes confidentiality requirements. All SAP team members must have completed PA SAP K-12 training.

Category	Attend training	Serve on team
Court or county appointed personnel working closely with school system (e.g., Juvenile Probation officers, Children and Youth case workers)	Yes	Yes, per Letter of Agreement
Teachers/school administrators	Yes	Yes
Graduate Intern (e.g., school counselor, school psychologist, master’s level school social worker)	Yes	Yes
Long-term substitutes (90 days or more)	Yes	Yes
Parents/guardians	Yes	No
SAP Liaisons (county and/or community-based)	Yes	Yes, per Letter of Agreement
School -based outpatient treatment provider	Yes	No
School safety personnel	Yes	Yes, per MOU
School support staff or related service providers (e.g. psychologists, counselors, social workers, safety and security coordinator, nurses, paraprofessionals)	Yes	As deemed appropriate by administration
Student teachers or undergraduate students/interns	Yes	As deemed appropriate by administration
Volunteers	Yes	No

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. Registration is now [open](#).



Grants

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



Liaison FAQ Corner

Information

2023-2024 PDE4092 SAP reporting form is available. Visit the [Safe Schools website](#) to download the [updated form](#).

PA Department of Education has released pre-recorded jokes, advice, and words of encouragement from PA students. Dial **(717) 772-4737** for the You've Got a Friend in PA Pep Talk Phone Line!

PA Parent and Family Alliance has developed a new resource with input from families across the state. The [Inpatient Hospitalization Tip Sheet](#) is a resource for parents and families to offer support and answer questions they may have about a child's inpatient stay.

Children's Interagency Conference - The 21st Children's Interagency Conference will be held April 22-25, 2024 in State College, PA. The conference will provide an excellent opportunity for participants to learn about changing trends, promising and best practices, resources, and various system of care activities across Pennsylvania. Please visit the [conference website](#) for more information.

“The Role of SAP Liaisons”

It can be confusing to know what the role of the liaison should be when teams have varying structures, processes, or team meetings. Find out more about the best practices of liaison services from the [Liaison Frequently Asked Questions](#).

35. What is my role if my schools don't have a common meeting time? Am I allowed to or still required to provide screenings?

This should be outlined in your letter of agreement with the school district. Agency administration should meet with district administration to address the issue and how to resolve it. The letter of agreement details school and agency expectations and responsibilities aligned to SAP best practices. Schools not implementing the PA SAP Model are not entitled to receive agency services. The model is a partnership among three state agencies and funding is provided to county mental health and drug and alcohol programs to support, consultation and assessment services.

36. If my teams do not provide behavior checklists or compilation, should I still screen/assess a student they refer?

No. This should be outlined in the letter of agreement at the beginning of each school year. A liaison should only complete a screening or assessment on a student in which the team has followed the steps in the SAP process and documentation is complete. Documentation includes, written parent/guardian permission, behavior checklists, behavior checklist compilation, and other supporting documentation.

This information helps determine if it is an appropriate referral and assists with formulation of recommendations. Sample forms and SAP Best Practice Guidelines are available at: www.pnsas.org.

Letters of agreements (LOAs) are helpful in determining how services are delivered from liaisons to school district teams. These letters can be adapted and changed as the needs change and sitting down with county agencies, liaison providers, and districts can be helpful in clarifying expectations and updates to the LOAs annually.

It is important for these issues to be discussed with the SAP Team prior to the school year to make sure all are aware of responsibilities in the letters of agreement (LOAs). If you have any questions, feel free to contact your [SAP Regional Coordinator](#).