SAP Team Maintenance
Evaluating Our SAP Process

This form can be used during SAP team maintenance to capture the team's notes about the SAP process. Notes from each phase can help the team prioritize action steps for areas of improvement.

Phase 1: Referral

Strengths	
Challenges	**Potential Solutions**

Phase 2: Data Collection

Strengths	
Challenges	**Potential Solutions**

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Phase 3: Action Planning

Strengths	

Challenges	Potential Solutions

Phase 4: Follow-up

Strengths	

Challenges	Potential Solutions

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What 2-3 priorities does your team want to focus on changing? What steps will be taken and who needs to be involved?

Priority item	Steps to be taken	Who is responsible	By when