



SAP Team Maintenance Planning and Preparation

This document is designed to help SAP team maintenance facilitators plan and customize a maintenance for their team. This document explains how to use the SAP Team Maintenance Toolkit on the PNSAS website.

SAP Team Maintenance Purpose and Activities

- The purpose is to maintain the health of the team members and to ensure the quality of the SAP process so that SAP teams effectively work together
- Includes activities and interactions designed to promote cooperation and respectful working relationships among SAP team members
- Recommended at least once per year
- All team members including SAP agency liaisons should participate

Planning Your SAP Team Maintenance – Logistics

- Review Sample Agenda and customize to your team's needs and allotted time for the maintenance
 - Some parts of the maintenance are optional as time permits
 - SAP Mock Team Meeting Video
 - Action Planning
 - Compassion Resilience
 - Forms Review
- Select a time, date, and place that works for all team members and send invitations
- Ensure substitute coverage for SAP team members if needed

Preparing for Your SAP Team Maintenance

- Have team members anonymously complete SAP Team Functioning Survey (in advance if possible) and collate responses
- If viewing the SAP Mock Team Video, print the activity page for each team member
- Print copies or create an electronic version of the "Evaluating Our SAP Process by Phase" for each team member to take notes during the maintenance
- If including, review the Compassion Resilience Toolkit to determine what sections your team will use
- Prepare copies of your team's forms if you will review them in maintenance (print copies of sample forms from the PNSAS website if needed)
- Bring copies of any district or building SAP policies

SAP Team Maintenance Planning and Preparation

Preparing Data for the Maintenance

- Access your team's PDE4092 data from the previous school year (instructions below)
- Use the SAP Data Template with Graphs to insert your data into the template, which will create graphs (instructions below)
- You will copy and insert these graphs into the maintenance slide deck on the appropriate slides
- Consult your Regional Coordinator for assistance

PDE 4092 Report

- Utilize instructions on how to access your most recent school year SAP data

Data Template

- Access the Data Template with Graphs on the first tab
- Enter the SAP data from the most recent school year into the second tab
- Graphs will automatically be created and can then be copied into the slide deck on the appropriate slides for your teams analysis and review

SAP Team Maintenance and Your Regional Coordinator

Your Regional Coordinator can assist your team in a variety of ways:

- Help customize an agenda
- Discuss options for surveys/activities
- Help you access and interpret your school's SAP data
- Look at county data trends
- Provide technical assistance
- Assist with identifying a SAP team maintenance facilitator