

# Why should my SAP team have a team maintenance?



**SAP team maintenance is recommended once per year to support collaborative working relationships, and effective team functioning.**

Here are some common topics addressed in SAP team maintenance:

## SAP Awareness

- How is SAP promoted?
- Do all potential referral sources know how to make a SAP referral?
- Are families and students aware of SAP?
- Is SAP seen as supportive by students and families?

## Team Capacity

- Do team members know their roles and is the workload shared?
- Are additional team members needed to handle the caseload?
- Does the team monitor and follow-up on cases?
- Does SAP have administrator support?
- How does the team promote self-care and wellness among team members?

## Data and Best Practices

- Does the team use data to develop each SAP action plan and evaluate progress?
- Does the team review annual SAP data?
- When were SAP forms last updated?
- Have you reviewed best practices?
- Has the team had any professional development related to SAP best practices?

## SAP Team Processes

- Are referral pathways established for SAP and other school initiatives?
- How does the SAP team interact and integrate with other school teams?
- Are meetings efficient?
- Are students being connected with school and community supports?

Learn more about SAP Best Practices at  
[www.pnsas.org](http://www.pnsas.org)

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