

The Toughest Tool in the Box...SAP Team

Susan Billy, M.Ed.
Manager of Behavioral Health Support Services
PNSAS Region II Coordinator



Learning Objectives

- Attendees will be able to identify the essential elements of a SAP Team
- Attendees will be able to identify the essential tools of a SAP Team
- After attending the session & reviewing the materials provided, attendees will be able to assess the effectiveness of their SAP Team
- After attending the session & reviewing the materials provided, attendees will be able to develop a plan to address the areas of need

Essential Elements of SAP Components and Indicators



Component 1: Policy & Procedures

- Administrative support
- D/A & MH Liaisons
- SAP Coordinator in building
- Definitive consequences for policy violations for alcohol, drugs, weapons, tobacco
- Structure & organization of team

<http://pnsas.org/Portals/1/Uploaded%20Files/componentsandindicators.pdf>

Essential Elements of SAP Components and Indicators

Component 2: Communications

- Description of SAP services for faculty, students, etc. including handbooks & brochures
- In-services/SAP informational updates for faculty, staff, students & parents
- Specific student communication strategy
- Specific parent communication strategy



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Essential Elements of SAP Components and Indicators



Component 3: Referral Mechanism

- All students K-12 have access
- Formal referral process
- Decision making process includes consistent student data collection & review procedures
- Confidentiality guidelines are outlined and understanding of parent/student privacy rights

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Essential Elements of SAP Components and Indicators



Component 4: Parent Participation

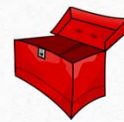
- Formal parent involvement procedure
 - Parents are decision makers who provide active consent
 - Confidentiality guidelines are delineated
 - Demonstration of respect for parent/family privacy rights
 - Information release process & procedures for consent to exchange confidential student information

<http://pnsas.org/Portals/1/Uploaded%20Files/componentsandindicators.pdf>

Essential Elements of SAP Components and Indicators

Component 5: Team Planning

- Regular meeting time
- Team members have assigned roles & responsibilities articulated



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Essential Elements of SAP Components and Indicators

Component 6: Intervention & Recommendations

- Support & provide linkages for students & parents to access school and community services



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Essential Elements of SAP Components and Indicators

Component 7: Follow-up and Support

- School resources are available & accessible
- Procedures promote student access & compliance with school/community & treatment recommendations



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Essential Elements of SAP Components and Indicators

Component 8: Training

- Team members complete training by PASTP
- Team members participate in maintenance & ongoing training



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Essential Elements of SAP Components and Indicators

Component 9: Outcome Indicators and Evaluation

- SAP monitoring & improvement mechanisms are established

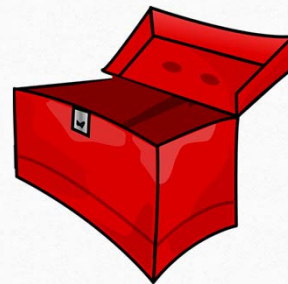
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SAP Team Member Tools

What does each of these tools do for the team?

- Team Leader/Facilitator
- Team Secretary
- Liaison
- Case Manager
- Administrator





Are Your Tools Building the Team? How to Guide...



- Ask for help! An outside facilitator is often helpful as an impartial party. Contact your Regional Coordinator &/or SAP Trainer for ideas.
- Strategize the best time of year to evaluate your SAP program.
- Identify your SAP stakeholders.
- Identify the tools you could use with each group.
- Delineate the role each team member will play in planning, implementation, & follow up of the evaluation process.
- Make sure you have administrative involvement/partnership.




Team Self-Evaluation Tools



- Benchmarks & Indicators Checklist
- SAP Satisfaction Survey (staff, parent, student)
- Implementation Checklist for New Teams
- Best Practice Guidelines for Fidelity
- SAP Members Survey for Improvement of Team

These are available at www.pnsas.org



Thank You!!!

Contact Information:

Susan Billy
Manager of Behavioral Health Support Services &
PNSAS Region II Coordinator
Email: susan_billy@iu13.org
Phone: 717-606-1622