I. *Purpose:*

To outline Student Assistance Program requirements.

II. *Policy:*

1. **OVERVIEW:**

The Commonwealth of Pennsylvania's Student Assistance Program (SAP) utilizes a systematic team approach comprised of professionals from various disciplines within the school districts to include but not be limited to guidance counselors, teachers, principals, and SAP liaisons from community agencies. These selected professionals identify barriers to learning, and, in collaboration with families, identify students for assistance to enhance their school success. Further, as representatives of the county drug and alcohol service system, professionally trained SAP liaisons provide consultation to teams and families regarding the need for referral to community or school-based services and supports or referral for assessment to determine the need for treatment.

2. **REQUIREMENTS:**

SAP services must be provided to student assistance teams as outlined below:

A. Letter of Agreement

1. Execution of a Letter of Agreement (LOA) between the SAP provider and each school district for the provision of SAP services must occur. The LOA must be signed and dated by the SAP provider and the school district representative. The designated SAP liaison must not perform any services with the SAP team until the LOA is executed. A copy of the LOA must be kept on file with the SCA.

2. Any new LOAs must be fully executed by October 31st of each state fiscal year of the SCA Grant Agreement. LOAs may be multi-year documents; however, no LOA must be in effect beyond the termination date of the current SCA Grant Agreement. At a minimum, the LOAs must include the following:

      a. designated contact person for the school and agency
      b. The minimum frequency of attendance for liaisons at SAP core team meetings
      c. Drug and alcohol confidentiality requirements

      B. Drug and Alcohol Liaisons

          1. Identify a drug and alcohol liaison who must participate in core team meetings.

          2. Other duties of drug and alcohol liaisons may include:

- Meeting with SAP identified students to check-in regarding their progress/status.
- Facilitating and supporting the school-based aftercare plan for students who are returning to school from treatment
- Participating in core team maintenance or providing other technical assistance to core teams
- Participating in SAP County Coordination or District Council meetings
- Collaborating with other agency providers
- Training Requirements

3. TRAININGS

The following trainings must be completed within 365 days of hire:

- All identified drug and alcohol SAP liaisons must receive Core Team Member training completion certificate provided by a Pennsylvania   Approved SAP Training Provider (PASTP).

- The SCA must require that all identified drug and alcohol SAP liaisons attend the 6-hour DDAP-approved, or Pennsylvania Certification Board-approved, Confidentiality Training

- The SCA's staff person primarily responsible for oversight of SAP services must attend the one-day SAP Leadership Training provided by a PASTP. The SAP Leadership Training requirement can also be fulfilled by completing the online SAP Bridge Training. This training can be accessed by emailing the SAP regional coordinator for the county in which the staff person works (go to http://pnsas.org for a list of regional coordinators). If the responsible staff person has successfully completed the SAP Core Team Member training and has a certificate of completion, the SAP Leadership Training is not required.

- The SCA must require that SCA staff and contracted level-of-care assessment providers that perform level-of-care assessments complete training in accordance with the DDAP Treatment Manual.

Please note that these training requirements are in addition to the training requirements outlined the YADAC P-3 Prevention Required Trainings policy.

4. REPORTING REQUIREMENTS

- Collection and entry of SAP data into PA WITS and the Joint Quarterly Reporting System as required.

Approved By:

_____*Audrey Gladfelter*_____   _____6/1/20_____

YADAC Administrator   Date