

SAC *QUICK*tips: PROGRAM PROCEDURES TO CONSIDER IN THE EARLY IMPLEMENTATION PHASE

As the new SAP conducts planning sessions to begin implementing SAP services, several procedural areas should be considered.

What will be the SAP's procedures for:

1. Getting the right students connected to the SAP for services;
2. Conducting each part of the screening process;
3. Determining case managers / facilitators;
4. Including referring staff members in the intervention process;
5. Reporting back to referring staff during the intervention period particularly when interventions do not involve referring staff members;
6. Inviting parents to participate with the SAP process for the indicated student;
7. Conducting student interviews;
8. Conducting parent interviews;
9. Including documentation in files;
10. Maintaining records in a safe location;
11. Maintaining confidentiality;
12. Moving records from one school to another;
13. Closing case files during the school year, and at the end of the school year.

Resources on prevention.org – Professional Resources – Student Assistance Center: One Page SAP Description, Sample Mission Statements, SAP Brochure Template, Sap Mission and Practice Samples, SAP Levels of Development Workbook, Getting Started with Student Assistance Programs, SAP Mission and Practice Samples