

SAP Check List

Team Composition:

- | | | |
|--|---|--|
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Afterschool Learning Coordinator | <input type="checkbox"/> Grade Counselors |
| <input type="checkbox"/> Dean | <input type="checkbox"/> Healthy Start Coordinator | <input type="checkbox"/> Peer Resource Coordinator |
| <input type="checkbox"/> Teacher(s) | <input type="checkbox"/> CBO / Collaborative Provider | <input type="checkbox"/> Parent Liaison |
| <input type="checkbox"/> School Nurse | <input type="checkbox"/> Psychologist | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Social Worker | <input type="checkbox"/> Beacon Liaison | <input type="checkbox"/> School Resource Officer (SRO) |

TASK

PERSON(S) RESPONSIBLE

Pre SAP Meeting:

- Multi disciplinary team
- Regular weekly meeting time/location
- Referral Process (form 1.0) in place
- Staff awareness of clear referral process
- Person responsible for creating agenda
- Formal working agenda with student names
- Review of cum folders by person making referral or SAP team member
- Cum folder information available at meeting
- Coordination of site based services (e.g. list of on-site and community resources)

SAP Meeting:

- Start and end on time
- Efficient use of meeting time
- Facilitator regular or rotating
- Provide action / recommendations for student needs
- Recorder for minutes / record keeping
- Use of information from cum folders
- List of site and community resources
- Utilization of site and community resources when providing recommendations for students
- Assign team members for follow-up of referral
- Discuss recurring program issues/ needs of site for developing new programs and identifying service gaps (e.g. mentoring, support groups)

Post SAP Meeting:

- Location of SAP Binder/ Minutes
- Meeting notes in binder
- Regular monitoring / follow-up to recommended action / process
- Feedback to referring parties
- Other

It is recommended that the SAP Team review this list periodically to ensure consistency and to document responsibilities.