STUDENT ASSISTANCE CENTER

PREVENTION FIRST
Building community capacity to prevent substance abuse

Case Flow for Student Assistance Referrals

1. Referral is received from staff, student, or parent.

2. Referral is reviewed briefly to determine if the referral is appropriate for SAP services or should go to another helping source.

3. Case manager (facilitator) is assigned to the referral to guide the referral through the case management process. The case manager (CM) is responsible for making sure the referred student doesn't get lost in the process.

4. The CM distributes the SAP data screening forms to the appropriate staff. Forms include the teacher check off, academic status, nurse, social work, school counselor, and administrative data forms. The nurse, social work, school counselor and administrative data may be shared verbally during the problem-solving process rather than put in written format. Some data may be protected and not sharable.

5. CM creates a composite of teacher check-off forms to be used in the problem-solving process.

6. CM either conducts the student interview or collaborates with another team member to conduct the student interview.

7. CM contacts the parent / guardian of record unless it is in the student's best interest to not make the contact.

8. All screening data is presented at the first available problem-solving meeting unless it is determined prior to that meeting that the student needs more immediate help.

9. The SAP team conducts the problem-solving process during the first available meeting. The process includes presenting the data, identifying and prioritizing the concerns, and selection of one or more concerns to begin applying interventions. The team sets a goal for the first intervention selected that is measurable within a three-week time period. A monitoring format and date is selected for the first monitoring meeting with the student, along with an update scheduled for the team following that meeting.

10. The team member and referred student that met for the student interview meet again to discuss the intervention and schedule the monitoring meeting to review the student's progress with the intervention.

11. Team member conducts monitoring meeting at the designated time, and reports back to the team at next available meeting or sooner if needed about progress. CM may also ask selected staff in the building about any noticeable progress that is occurring.

12. Case is closed and put in inactive files for one of the following reasons:

    a. Student leaves the school district.
    b. Student has made sufficient progress so that SAP services are no longer needed.
    c. School year comes to a close.