

Addiction Medicine Services of UPMC Western Behavioral Health  
**Pennsylvania Approved Student Assistance Program Training**



DAY ONE AGENDA		
Topic	Time Frame	Presenter
<b>ARRIVAL 7:45AM</b>		
<b>Introduction</b> Housekeeping, Brief Introduction Activity, Agenda, Goals	8:00 AM – 9:30 AM	Haley
<b>What is SAP</b> , Why SAP is needed, PNSAS website, Infrastructure, Regions, Milestones, Team Process, Alignment with other initiatives		Haley
<b>Cornerstones of SAP</b> Intro, Risk & Protective Factors Intro	9:30 AM to 10:45 AM	Susan
<b>Activity #1 Risk &amp; Protective Factors</b>		
Risk & Protective Factor Examples Family Engagement		
<b>BREAK 10:45 – 11:00 AM (15 minutes)</b>		
<b>SAP Teams</b> , Why team process, Team composition, Liaisons, Liaison Scope, SAP team scope, Professional responsibilities	11 00 AM – Noon	Haley
Team member roles, Agenda, Meeting Tips		
<b>Activity #2 SAP Team Video</b> Wellness & Self-Care		
<b>LUNCH NOON to 1:00 PM (60 minutes)</b>		
Referral Intro, Who can be referred, How to refer, Who can refer, What is observable behavior?	1:00 PM – 2:15 PM	Haley
<b>Activity #3: Observable Behaviors of Concern</b> Frequency/Intensity/Duration, Referral Reasons		
Behavioral Health, Mental Health, SUD, Gambling (includes nuggets video – 5 minutes with approx. 5 min debrief)		Haley/Susan
<b>BREAK 2:15 PM to 2:30 PM (15 minutes)</b>		
Initial Review of Referrals Intro	2:30 PM – 4:00 PM	Susan
<b>Activity 4: Initial Review of Referrals</b> Case Manager, Referral Best Practices, SAP in Your Own Words		
<b>CLOSING 4:00 PM</b>		

*6.5 Hours of Presentation Time Per Day  
 Total of (13) Act 48 Credits Included/ (14) Act 45 Hours  
 Provided by the PA Network for SAP Services  
 Upon Successful Completion of SAP Training.  
 NBCC/LPC and LSW Credits Available at Nominal Charge*

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<b>DAY TWO AGENDA</b>			
<b>Topic</b>	<b>Time Frame</b>	<b>Presenter</b>	
<b>ARRIVAL 7:45 AM</b>			
Introduction: Day 1 Recap	8:00 AM-9:00 AM	Susan	
<b>Data Collection</b> Intro, Purpose, Documentation & Record Keeping, Review & Process Cases, Parent Consent	9:00 AM – 10:30 AM          10:45AM – 12:00PM	Haley	
Data Sources, School Data, Behavior Checklists		Haley	
Parent Conversation, , Consideration to Promote Family Engagement, Mock Initial Parent Conversation (mock conversation approx. 5 minutes)		Haley	
<b>Activity #5: Initial Parent Conversation</b>		Haley	
Self-Care Essentials		Haley	
<b>BREAK 10:30 to 10:45 AM (15 minutes)</b>			
Initial Student Conversation		Susan	
<b>Activity #6: Initial Student Conversation</b>		Susan	
Other Data, Summarizing Data for Plan		Susan	
<b>Activity #7: Summarizing the Data</b>		Susan	
Data Collection Best Practices	Susan		
<b>LUNCH 11:30 – NOON to 1:00 PM (60 minutes)</b>			
<b>Action Planning</b> Intro, Key Components, Developing Plan, Utilizing Liaison, School & Community recommendation, Parent Permission, Examples of Supports, Resource Mapping	1:00 PM -2:30 PM	Susan	
Screening/Assessment, Consent & Confidentiality, Identifying Appropriate Supports		Susan	
<b>Activity #8: Action Planning</b>		Haley	
Factors Impacting Family Engagement, Collaboration with Other Partners, Action Planning Best Practices		Haley	
Follow-Up Intro, With Whom, By Whom, When, Progress Monitoring, Out of School Placement, Closing a Case		Haley	
<b>Activity #9: Check-in/Follow-up</b>		Haley	
Follow-Up Best Practices		Haley	
<b>BREAK 2:30: PM – 2:45 PM (15 minutes)</b>			
Next Steps Intro, Website Scavenger Hunt (approx. 5 min), Joining Team, Developing New Team, Awareness of SAP, 4092, Liaison Annual Report, Data Outcomes, Team Maintenance, County Coordination, Best Practices by Phase		2:45 PM to 4:00 PM	Susan
<b>Activity #10: SAP Process Scenarios</b>	Susan		
Training Wrap-Up	Susan & Haley		
<b>CLOSING 4:00 PM</b>			