

<p>York/Adams Drug & Alcohol Commission Policy & Procedure Manual</p>	<p>Number: P-4 Policy: Student Assistance Program (SAP) Required Training Standards and Core Competencies</p>
<p>Creation Date: 5/9/2014 Most Current Revision: 10/8/2014 Most Current Revision Effective Date: 11/5/2014</p>	<p>Page: 1 of 2</p>

I. Purpose:

To identify and assure required trainings of all Student Assistance Liaison Providers providing Student Assistance Program services in accordance with the Department of Education, Department of Welfare and Department of Drug and Alcohol Programs (DDAP).

II. Policy:

All Contracted Student Assistance Program Liaisons shall have qualified staff identified to serve as system liaison to student assistance core teams and should have appropriate supervision by staff knowledgeable about SAP in schools and the local system-wide services/access.

The following are Student Assistance Program Required Trainings for all SAP Liaisons:

SAP Certification:

All Student Assistance Liaisons and their respective supervisors will receive SAP certification through a three (3) day training provided by a Pennsylvania Department of Education Commonwealth-Approved Trainer (CAT). All SAP Liaisons are required to attend the required certification trainings within 365 days of hire as well as become certified within 365 days of hire:

Training Standards and Core Competencies

- Standard 1 – History and Research Base
- Standard 2 – The Student Assistance Core Team and the SAP Process
- Standard 3 – Engaging Parents/Caregivers in the SAP Process
- Standard 4 – Professionalism and Related Laws and Regulations
- Standard 5 – Understanding Risk and Resiliency Factors in Child and Adolescent Development
- Standard 6 – Alcohol, Tobacco, And Other Drugs (ATOD) Issues that Impede School Success
- Standard 7 – Mental Health and Behavioral Health Issues that Impede School Success
- Standard 8 – Culturally Appropriate SAP Practices

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This three (3) day training can be obtained through the Pennsylvania Department of Education Commonwealth-Approved Trainers on the Pennsylvania Network for Student Assistance Services (PNSAS) Listing.

DDAP Mandatory Training for PBPS Data Entry:

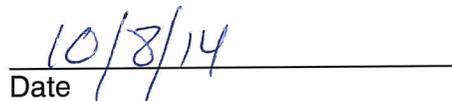
Any individual entering or monitoring data into PBPS or who is directly responsible for supervising others with these responsibilities must view the training videos related to their role in prevention and data entry on the KIT PBPS Support Site. In addition these individuals must pass a certification test with a score of at least 80%.

Upon the creation of a user account, the user has 90 days to view the videos and pass the certification test. If the user fails the test, they will be able to take it again every 7 days until they are able to pass the test. After 90 days if the user has not passed the test, they will not be able to utilize PBPS other than to log in and retake the test until they pass.

Certificates of the aforementioned trainings shall be made available upon request.

Approved By:


YADAC Administrator


Date