**Sample SAP Team Meeting Agenda/Team Minutes- Confidential**

Date:  Facilitator:  Recorder:  Timekeeper: 

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| Attendance: |

1. **Review agenda to determine whether changes or additions are needed.** (2 minutes)
2. **Updates from other Providers** (e.g., school-based mental health provider, prevention provider, CYS, juvenile probation, etc.). These participants can update the SAP team on students and/or programs they are working with and would not remain in attendance for the whole meeting. (5-10 minutes)

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| **Provider** | **Services provided** | **Student name**  **(if appropriate)** | **Status update (e.g., progress, concerns)** | **N**otes |
| Ex: Angel Treatment Center | **Ex: Outpatient treatment in schools and community** | Ex: John Doe | **Ex: Attending session twice a month** |  |
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1. **New student referrals:** (10 minutes)

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| **Student name** | **Referral source** | **Referral reason/area(s) of concern** | **Case manager** | **Target Dates/ Time frame for parent contact, data gathering, referral acknowledgement** | **Next Steps** |
| Jane Doe | Mr. Jones | Failing grades | To be assigned | By next SAP meeting | To be determined |
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1. **Prior referrals /status of tasks/ action plan review** (15 minutes)

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| **Student’s name** | **SAP Team Case manager \*** | **Recent parent contact** | **Summary of concerns** | **Additional data needed** | **Review of Action Plan** | **SAP Liaison update** |
|  |  | ***Include date and nature of contact*** | ***Note concerns from data review*** | ***List what additional data is needed*** | ***Include info about progress monitoring and***  ***plan revisions made*** |  |
| Suzie Que | Mrs. Smith | Yes-  Call on  1/23/23 to review how things are going at home | Concerns include tardiness, grades dropped in three classes | Yes- get most recent grades from all classes | Reviewed action plan, continue as is till next review  Determine need for liaison screening, make referral to school attendance officer. | N/A at this time |
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1. **Other SAP Team business:** (5 minutes) (e.g., scheduling team maintenance, revising forms, in-service staff and or administration, etc.)

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| **Topic** | **Updates (include by whom and when)** |
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**6. Next meeting will be held on: **