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

 Date:  Facilitator:  Recorder:  Timekeeper: 

|  |
| --- |
| 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)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **New student referrals:** (10 minutes)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Prior referrals /status of tasks/ action plan review** (15 minutes)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 reviewDetermine need for liaison screening, make referral to school attendance officer.  | N/A at this time  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **Other SAP Team business:** (5 minutes) (e.g., scheduling team maintenance, revising forms, in-service staff and or administration, etc.)

|  |  |
| --- | --- |
| **Topic**  | **Updates (include by whom and when)** |
|  |  |
|  |  |

**6. Next meeting will be held on: **