SAP | Flowsheet

Does Site Coordinator Attend SAP/CARE Meetings?

If Yes, Take a Look At…	If No, Then Look At…
Structure	**Structure**
➔ Attends consistently (weekly) ➔ Has active role in meeting (time keeper, recorder, process checker) ➔ Uses 1.0 Referral Form to refer students ➔ Has a system for line staff to attend if one of their students is being brought up in SAP	➔ Reach out to School Social Worker ➔ Discuss attending meeting and possible HIPAA compliant agendas ➔ If it is during program, designate someone to cover while site coordinator attends ➔ If during a time of day that is not possible to attend, consult with Principal about changes to SAP time for next academic year
Content	**Content**
➔ Establishing time for Tier I topics (transitions, group management) ➔ Log Tier II interventions that are occurring in after school program into BASIS (SFUSD Online Referral and Intervention Tracker)	➔ Using the SAP format to collaborate with colleagues ➔ When students who attend ASP are brought up, share any accommodations or modifications in place during ASP

Best Practices	
	➔ Start with student strengths (e.g. "when is the student successful?") ➔ State concerns in observable behaviors (e.g. "she runs in the hallway and out of program" vs. "she doesn't like program") ➔ Bring data (i.e. incident reports, attendance sheets, etc.)

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	➔ Focus on the smallest change that could make the biggest impact (i.e. scheduling accommodations, alternative tasks, behavior contracts) ➔ Share systems that work (i.e. whole group reinforcement systems, Good Behavior Game, Greeting at the Door) ➔ Develop Action Steps that have clearly state: **who, what, where, and when** as well as <u>follow up date</u>