

# Student Assistance Program Scope of Work

1. **Program initiation and setup:** The Selected applicant must set up the Student Assistance Program according to best practices and fidelity to the Project SUCCESS model. The selected applicant must:
  - a. Meet with the Network team to review contract requirements, Project SUCCESS components, the New Hampshire Student Assistance Program Implementation Guidance and complete baseline information for the school and the SAP:
    - i. Number of staff at each SAP with content experts identified including but not limited to:
      1. Bachelor of Social Work
      2. Licensed Social Worker
      3. Master of Social Work
      4. Licensed Alcohol and Drug Counselor
      5. Master Licensed Alcohol and Drug Counselor
      6. Psychologist
      7. Psychiatrist
      8. Certified Recovery Support Worker
    - ii. Staffing plan at location of SAP including direct reporting delineations and name of Superintendent
    - iii. School location and grade levels
    - iv. SAP service hours
    - v. Total number of students per school
    - vi. Annual itemized budget
    - vii. Funding sources or contracts other than this awarded contract
    - viii. Status of an organizational sustainability plan
    - ix. Percentage of staff and volunteers that have been trained in Project SUCCESS
  - b. Recruit and retain a qualified and skilled **Project SUCCESS Counselor:**
    - i. With a Master's Degree in counseling, psychology, or social work, at least two years' experience working with adolescents and knowledge of substance misuse prevention or a minimum requirement of a Bachelor's degree with experience working with high risk adolescents
    - ii. SAP Counselor must become a Certified Prevention Specialist within one year of being hired. Information regarding NH CPS can be found at: <http://nhpreventcert.org/>
    - iii. SAP Counselor must participate in on-going professional development
    - iv. SAP Counselor must participate in the SAP Community of Practice
  - c. Ensure access to training for the SAP Counselor, SAP Team and Sustainability Team members
  - d. Ensure the provision of supervision to the SAP Counselor
2. **School and Community Integration:** The SAP counselor must be an integral part of the school and community to successfully provide SAP services

- a. SAP Counselor will participate in outreach and integration activities, such as
    - i. Engaging with Staff: Email introduction to full school staff, information about the program, where the office is, referral process, and how SAP can be a resource for staff; eat lunch with staff and/or students; participate in staff meetings; get on the agenda at a staff meeting; participate in school activities such as Homecoming, Winter Carnival
    - ii. Provide training and consultation for school staff, including the development of a referral algorithm and provide training to school staff to understand the purpose and procedures for SAP at the school, ATOD and Mental Health trainings, and prevention trainings
    - iii. Participate in a school student support team, such as an MTSS-B or crisis team, or encourage administration to start one
    - iv. Visit in-school suspension students
    - v. Volunteer as a guest speaker in classes
  - b. The selected applicant must establish or assist with a student club that addresses substance use prevention and/or mental health promotion, such as Students Against Destructive Decisions
  - c. Introduce SAP program to parents through outreach at the beginning of the school year such as sending introductory letters home, having a table at open house nights and/or sporting events
  - d. Establish a working partnership with the local Regional Public Health Network and attend coalition meetings
3. **Implementation:** The selected applicant must implement SAP with fidelity to the Project SUCCESS model through Project SUCCESS training and materials and utilization of the New Hampshire Student Assistance Program Implementation Guidance (Appendix A):
- a. The selected applicant must **define program goals and objectives**. The school administrator, ATOD organization, if applicable, and SAP Counselor must collaborate to define goals and objectives and define the target population using school and community level data
  - b. Conduct a minimum of **three school-wide awareness activities** focused on mental health promotion and ATOD prevention following best practices for education and awareness
  - c. **Provide Prevention Education Series** using an evidence-based curriculum in at least two grades. The evidence-based curriculum that will be used must be provided for approval within 90 days of contract start. The prevention education series should be a minimum of four sessions, but ideally six to eight
  - d. The selected applicant must **screen individuals who are referred** to the program for substance use and mental health concerns
    - i. Use the GAIN-SS screening tool, or other evidence-based screening tool as required by the Department
    - ii. Provide brief intervention to students who score low on the screening
    - iii. Refer students whose screening indicates the need for further assessment or treatment to the appropriate school-based or community-based providers as necessary
    - iv. Refer students to and conduct group sessions modeled after the Project SUCCESS groups
    - v. Follow up with students to continue to provide care and connection and ensure that they have received the services they need
  - e. **Provide consultation** to school staff and administration as needed.
  - f. **Provide parent education opportunities** related to mental health and ATOD topics.

- i. Utilize school and local data to determine needed prevention education topics
- ii. Collaborate with parent groups, community coalitions, the RPHN, and other community based organizations to determine educational needs, develop resources and reach target audience

**4. Evaluation:**

- a. SAP staff must collect and enter the required data in the Department approved database on a monthly basis. This will include, but is not limited to:
  - i. Demographics of individuals served by strategy:
    1. Gender
    2. Age
    3. Race
    4. Ethnicity
    5. Individual or Family Military Status
  - ii. Dosage and frequency of individual participation in individual and group sessions
  - iii. Aggregate GAIN-SS screening results
  - iv. Number and type of referral to internal or external behavioral health resources or programs
  - v. Number and type of universal activities, parent education and consultation and school staff and administration
- b. SAP staff must provide details of SAP activities in order to highlight and promote SAP to the Department, the Network, and across the state.

**5. Contract Requirements:**

- a. Sign Subcontract and all required Subcontract forms
- b. Submit monthly invoices
- c. Meet with JSI/CHI to review contract requirements, reporting, invoicing, and TA within first 30 days of receiving subcontract
- d. Attend SAP Orientation meeting to review all required components of program implementation
- e. Access individual TA, and attend small group TA and Community of Practice
- f. Attend virtual check-in meetings with JSI/CHI for contract compliance monitoring, coaching and quality assurance as necessary
- g. Attend biannual contract management meetings with JSI/CHI to review contract requirements, data reported, and invoicing and identify successes and challenges

**6. Sustainability Requirements**

- a. School administrator shall attend bi annual SAP school administrator meetings
- b. Facilitate the Student Assistance Counselors use of school data to inform prevention activities and evaluation efforts
- c. Agree to administer the Youth Risk Behavior Survey developed by the CDC bi-annually. The survey is approved by NH DOE and NH DHHS.
- d. Promote the program and services in order to increase sustainability, with the assistance of the Network as needed.
- e. Increase the percentage of the cost share by a minimum of 25% each consecutive year of funding