BERKS COUNTY STUDENT ASSISTANCE PROGRAM
SERVICE PROVIDER GUIDELINES

This document serves to detail the terms of service between the **Council on Chemical Abuse ("SCA")** and **"SERVICE PROVIDER"** for the provision of elementary and secondary Student Assistance Program (SAP) services. For the purpose of this document, SAP services are defined as those delivered to students enrolled in sixth through twelfth grades. ESAP services are defined as those delivered to students enrolled in kindergarten through fifth grades.

1) The Student Assistance Program services, which include - Assessment and Program Activities are defined and will be reimbursed as outlined in *Attachment A* to this document.

2) The **Service Provider** shall utilize a comprehensive SAP assessment tool that has been screened and approved by the **SCA** and shall determine appropriate level of care recommendations via use of the Adolescent ASAM or medical necessity placement criteria.

3) The **Service Provider** will complete liaison duties in accord with the BEST PRACTICE GUIDELINES FOR SAP LIAISON SERVICES (*Attachment B*).

4) Assessment referrals are to be received from the SAP core team. For the purpose of this agreement an assessment is defined as a face to face interview to collect certain information in order to determine the need for, and/or level of care of, treatment. The **Service Provider** shall maintain separate and discrete files on site at the facility which contains the following documentation for all **SCA** funded assessments:

    A) A consent to services, signed by the parent, describing the purpose of the SAP assessment and confidentiality restrictions.

    B) Signed consent to release information forms, which comply with both state and federal confidentiality standards, to all those who will receive information resultant of the assessment.

    C) The assessment document and completed summary sheet detailing level of care indicators, according to the ASAM or medical necessity placement criteria.

    D) The Service Provider agrees to submit to the SCA the STUDENT TRACKING FORM (*Attachment C*) and BERKS FUNDING FORM (*Attachment H*). A copy of the tracking forms must be submitted to the SCA along with the Fee for Service Invoice (*Attachment D*) and Invoice Report Summary (*Attachment E*) for payment by the 10th of the month following administration of the services.

5) A minimum of two hours of Program Activities are to be provided for each school SAP team with whom the **Service Provider** holds a letter of agreement. The **Service Provider** shall maintain a separate and discrete record on site of the facility for <u>each SAP team served</u>, to contain the following documentation: a service log indicating the date and type of service rendered, a specific description of the service delivered and notation of service time, to appear in quarter hour increments.

6) The **Service Provider** agrees to submit to the **SCA** a copy of the letter of agreement with each school to whom they provide liaison services. At a minimum, the letter of agreement content shall incorporate the following elements: school buildings served within the district, a designated contact person for school and agency, minimum frequency for attendance at SAP core team meetings, days on which services will be provided, and adherence to Drug and Alcohol Confidentiality requirements. A signed copy of this letter must be executed by *September 30* and submitted to the **SCA** by *October 7*. Any changes to this information should be forwarded to the school and copied to the **SCA**.

7) The **Service Provider** is required to comply with all applicable WITS data entry requirements, as determined by DDAP.

   A) The **Service Provider** is required to enter WITS services into the web-based system <u>within two weeks of the service</u>.

   B) All individuals entering data into the WITS must have completed the DDAP approved training. The **Service Provider** must maintain a certificate to verify completion of this training.

8) The **Service Provider** will assure that all staff providing school-based assessment and/or consultative services to Student Assistance core teams have successfully completed the training areas identified in the SAP Credentialing Worksheet (*Attachment G*). This includes but not limited to the following:

   A) Most recent edition of the ASAM Patient Placement Criteria

   B) DDAP approved, or PBC approved Confidentiality

   C) DDAP approved Practical Applications of Confidentiality Laws and Regulations

   The **Service Provider** will maintain a record of the training certificates, as well as a completed SAP Credentialing Worksheet for all staff providing SAP services. A copy of the completed worksheet must be submitted to the **SCA** by *October 7*.

9) The **Service Provider** agrees to submit to the **SCA** all Student Assistance Liaison Annual Reporting required by the Department of Health. These online yearly reports are due on the PNSAS portal July 10th.