



This Letter of Agreement is between Allegheny Children’s Initiative and Chartiers Valley School District. Both parties agree to cooperate in providing Student Assistance Program services.

**SECTION A: PROVIDER AGENCY RESPONSIBILITIES**

Allegheny Children’s Initiative (ACI) agrees to adhere to all related federal, state and local laws pertaining to the delivery of mental health and drug and alcohol rehabilitation services and any other statutory or regulatory provisions pertaining to the Student Assistance Program.

Allegheny Children’s Initiative will comply with all applicable criminal and child abuse background checks.

Additional responsibilities of the SAP liaison provider agency include:

1. Contact Information:

Contact Person	Phone number	Email
Amanda Sable - Director SAP	412-335-8149	<a href="mailto:asable@pfq.org">asable@pfq.org</a>

- Allegheny Children’s Initiative agrees to have a SAP Liaison/Director attend and participate in the established SAP County Coordination Team and/or SAP District Council Meetings that will be held periodically throughout the year.
- Allegheny Children’s Initiative agrees to designate a qualified liaison (bachelor’s level minimum) to provide SAP services to the district as outlined in Section A of the Letter of Agreement. The SAP liaison will act as an ad hoc member of the building Student Assistance Program Core Team (hereafter referred to as SAP team) in the following buildings:

Building	Contact Person	Phone Number	Email
Chartiers Valley High School	Patrick Myers	412-429-2265	<a href="mailto:pmyers@cvsd.net">pmyers@cvsd.net</a>
Chartiers Valley Middle School	Michele Welter	412-429-2221	<a href="mailto:mwelter@cvsd.net">mwelter@cvsd.net</a>
Chartiers Valley Intermediate School	Peter Schintz	412-429-2387	<a href="mailto:pschintz@cvsd.net">pschintz@cvsd.net</a>
Chartiers Valley Primary School	Deidra Stepko	412-429-7018	<a href="mailto:dstepko@cvsd.net">dstepko@cvsd.net</a>



4. The SAP Liaison will attend SAP Core Team meetings at least twice per month, per building, or as scheduled.
5. The school district will identify students to be screened for Mental Health and/or Drug and Alcohol concerns and will give the identifying information to the SAP Liaison via in-person referral or electronic referral.
6. The SAP Liaison will provide site-based student screenings for Mental Health and/or Drug and Alcohol services if recommended by the SAP Team and the parent/guardian permission is secured, utilizing CANS-SAP.

Allegheny Children's Initiative will secure releases of information from student/parent/guardian prior to disclosing information to agencies that may be involved in handling a referral.

Screenings completed by the SAP Liaison will be completed within 30 days of the referral.

7. The SAP Liaison will provide referral information for identified students. Referral information will include identification of agencies and/or resources that could serve the needs of identified students and their families. The Allegheny Children's Initiative SAP Liaison may assist the identified student and/or family in linking up with appropriate services and provide referral follow up.
8. The SAP Liaison will participate in postvention services with the school district, SAP teams, students, and family in relation to significant events that adversely affect the school and student body (i.e. student death or tragic event) as needed/requested by the district.
9. The SAP Liaison will provide education to SAP teams, school staff, parents, or community members specifically for the purposes of increasing mental health/drug and alcohol awareness and resources and SAP education.
10. The SAP Liaison will provide crisis response consultation via phone while not in the building or on site during scheduled times available to the district.
11. The SAP Liaison will assist in providing education groups offered to students referred through the SAP team. Student participation in these groups shall be provided only with parental permission in accordance with school policies. (Best practice: at least one of the co-facilitators of the team should be school district personnel.)
12. The SAP Liaison will provide aftercare services for identified students that have returned to school following treatment. This may include assistance in aftercare planning or educational groups.
13. The SAP Liaison will facilitate or participate in SAP team maintenance.



14. The SAP Liaison will consult with the school district around strategies for engaging parents in the SAP process.
15. Allegheny Children's Initiative agrees to defend, indemnify and hold harmless Chartiers Valley School District, its current and former directors, officers, employees and agents, (the "Indemnified Parties") from any and all claims, liabilities, judgments, damages, as well as any expenses including but not limited to attorney's fees, arising out of the operation of this program, including but not limited to claims for personal injury and property damage, and/or the selection and training of certified counselors. The School District shall be named as an additional insured on ACI's liability insurance.

**SECTION B: CHARTIERS VALLEY SCHOOL DISTRICT RESPONSIBILITIES**

The Chartiers Valley School District agrees to comply with all related federal, state, and local laws pertaining to the delivery of mental health and drug and alcohol rehabilitation services within school districts including but not limited to the Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights. The school district also agrees to provide a SAP team that complies with the BEC 24 P.S. 15-1547 for membership, training, common planning times, and ongoing maintenance. Additional responsibilities of the school district include:

1. The school district will designate a contact person between the SAP Team and the provider to ensure effective communications.

Building	Contact Person	Phone Number	Email
Chartiers Valley High School	Patrick Myers	412-429-2265	<a href="mailto:pmyers@cvsd.net">pmyers@cvsd.net</a>
Chartiers Valley Middle School	Michele Welter	412-429-2221	<a href="mailto:mwelter@cvsd.net">mwelter@cvsd.net</a>
Chartiers Valley Intermediate School	Peter Schintz	412-429-2387	<a href="mailto:pschintz@cvsd.net">pschintz@cvsd.net</a>
Chartiers Valley Primary School	Nativa Woerner	724-707-9635	<a href="mailto:nwoerner@cvsd.net">nwoerner@cvsd.net</a>

2. The school district will provide a safe and private space in the school where the SAP Liaison can provide services, provide secure storage of student records, access to a private telephone and adhere to SAP confidentiality provisions.
3. The school district will provide access to secure internet for SAP liaisons while conducting SAP related business.
4. The school district will provide copies of the district's alcohol, tobacco, and other drug policy, suicide/mental health crisis policy, school calendar, a schedule of special activities, and any other school policies which may affect Student Assistance Program services.



5. The school district will provide family and community education on the Student Assistance Program.
6. The school district will provide faculty, pupil personnel, and student orientation to the Student Assistance Program that includes staff, services, and referral procedures.
7. The school district will provide release time as established by the core team for referred students. Release time shall coincide with the normal school day and will be designed so that instructional time is not abused.
8. The school district will contact parents or guardians of identified students in order to explain the referral, gather information, and obtain permission to involve students in the Student Assistance Program.
9. The school district will submit data (on-line reporting) regarding the Student Assistance Program as requested to the Departments of Health, Education, and Human Services.

#### **SECTION C: RECORDS**

Allegheny Children's Initiative and Chartiers Valley School District agree to the following regarding records:

All records generated by the school district's Student Assistance Program Team, with respect to individual students, are records of the district; the retention and disclosure of which shall be governed by the policies of the district and applicable federal laws which include:

**FERPA (Family Education Rights and Privacy Act of 1974) and HIPAA (Health Insurance Portability and Accountability Act of 1996)** regulations should govern procedures regarding any records developed from agency screenings.

**FERPA, amended in 2002** provides parental rights to inspect, review, amend and control disclosure from a child's school record.

**HIPAA** is a federal mandate that requires safeguards that protects health information and provides guideline for disclosing protected information. HIPAA is designed to regulate the exchange of confidential and sensitive information. It requires providers of health care services, including behavioral health providers to keep information secure and available only to authorized personnel by defining standards and methods that will safeguard information.

**Protection of Pupil Rights Law (HATCH Act) amended in 2002 (BEC 20 USC 1232h)** which states that "...No student shall be required, as part of any program, to submit to a survey, analysis, or evaluation that reveals information concerning...Mental and/or psychological problems...without the consent of the parent."



When a student has been referred to a liaison designated by Allegheny Children's Initiative for screening/or assessment, the records generated become the property of the provider and are regulated by the applicable Mental Health Laws (PA CODE Title 55) which requires parental consent for release of information when the child is under the age of 14 for Drug and Alcohol (42 CFR Part 2, Chapter 1) which states that it is the minor patient (student) of a Drug and Alcohol facility or program that controls the release of records and the minor can receive Drug and Alcohol treatment without the consent of his or her parents.

#### **SECTION D: CONFLICT RESOLUTION**

Allegheny Children's Initiative believes that good open communication between both parties is the key to a collaborative working agreement. In the event that there is an area of concern that needs to be addressed, Allegheny Children's Initiative and Chartiers Valley School District will adhere to Allegheny County Department of Human Service's established conflict resolution process in the event that issues should arise.

1. The SAP Core Team, including the SAP Liaison and school leadership/representative, meets to discuss the conflict.
2. If the conflict is not resolved in Step 1, school leadership/representatives meet with leadership from Allegheny Children's Initiative.
3. If the conflict is not resolved in Step 2, Allegheny County Department of Human Services/Office of Behavioral Health Leadership meets with school leadership/representatives, leadership from Allegheny Children's Initiative and leadership from the state.
4. If the conflict is not resolved in Step3, the school district may select a new SAP provider from the pool of Qualified Applicants at the beginning of the following school year.

#### **SECTION E: AGREEMENT TERMS**

This agreement will be in effect throughout the 2023 – 2024 contract year.

Effective dates of the agreement are July 1, 2023 through June 30, 2024. Agreements will be renewed on a yearly basis.



**allegheny  
children's initiative**

*Hope starts here*

Should either party desire to be released from this agreement, written notification must be made within thirty (30) days of termination to all parties whose signature appears on the contract. This agreement can be amended by mutual agreement of both parties.

**SECTION F: SIGNATURES**

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Signature  
Superintendent/Designee  
Chartiers Valley School District

\_\_\_\_\_  
Signature  
Executive Director  
Allegheny Children's Initiative

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Johanna M. Vanatta

\_\_\_\_\_  
Lisa Peterson-Lizun

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date