



LETTER OF AGREEMENT

Maximizing Adolescent Potentials Program agrees to provide Student Assistance Program Liaison Services for **Chartiers Valley School District** for the 2020-2021 school year funded by the Allegheny County Office of Behavioral Health. These services will be in each of the following buildings within your district: **Chartiers Valley High School, Chartiers Valley Middle School, Chartiers Valley Intermediate School.**

SECTION A: Provider Agency Responsibilities

MAPS 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. Additional responsibilities of the SAP liaison provider agency include:

1. The provider agency contact: Director, Dr. Jennifer Ely, can be contacted at 412-648-7124 and jennifere@pitt.edu should the need arise.
2. Provider agency agrees to appoint a representative to attend and participate in the previously established SAP County Coordination Team/and or SAP District Council Meetings that will be held periodically throughout the year. The Behavioral Health Liaison assigned to Chartiers Valley School District for the 2020-21 school year will be Dana Heisel. She can be contacted at 412-648-7124 or dana.heisel@pitt.edu.
3. Provider agency agrees to designate a qualified liaison to provide SAP services to the district as outlined in Section A of this Letter of Agreement. The SAP liaison will act as a member of the district Student Assistance Program core team (hereafter referred to as the SAP team). The Behavioral Health liaison for Highlands School District will be assigned prior to the beginning of the 2019-20 school year and may change at any time if necessary.
4. The Behavioral Health liaison will provide the following services:
 - Attendance and participation in at least 2 Core Team meetings per month.
 - Screening of students identified and referred through the student assistance process. Liaison will facilitate referrals for assessments following SAP screening.
 - Consultation and referral on individual students as requested by the student assistance team, designated contact and/or administration.
 - Provide written and verbal feedback to designated school contact in the form of completed forms and regular reports outlining Liaison activity.
 - Facilitate SAP Groups when deemed appropriate.
 - Linkage with community agencies and assistance with all referral procedures.
 - Participate in postvention services as needed by the school district for students only (See Attached postvention Plan for each building).
 - Other SAP functions as requested by the district and approved by the agency.

SECTION B: 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 team and the provider to ensure effective communication. The school district's contact will be, Director of Student Services, MS. Regan Weldon, and can be reached at 412-429-2638 or rweldon@cvsd.net.
2. The school district will appropriate a safe and private space in the school where the Behavioral Health liaison can provide services; provide for secure storage of student records and adhere to SAP confidentiality provisions.
3. 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.
4. The school district will provide family and community education on the Student Assistance Program.
5. The school district will provide faculty, pupil personnel and student orientation to the Student Assistance Program that includes staff, services, and referral procedures.
6. 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.
7. The school district will contact parents or guardians of identified students in order to explain referral, gather information, and obtain permission to involve students in the Student Assistance Program.
8. The school will submit data (on-line reporting) regarding the Student Assistance Program as requested to the Departments of Health, Education, and Public Welfare.
9. The school district will appoint a representative from Central Office along with the Building Administrator(s) or designee(s) to attend and participate in the established SAP County Coordination Team and/or SAP District Council Meetings that will be held within the school year.

SECTION C: Records and Confidentiality

1. Adherence to all school district and agency policies regarding record-keeping, confidentiality, and student assistance program guidelines.
2. The agency uses the CANS-SAP Communication and Planning Tool as required by our contract with Allegheny County. The data is submitted and stored within the County CIDS database upon request of Allegheny County. The agency's records are destroyed at the end of the school year.
3. All documentation that is created as a result of the Student Assistance Program is confidential and is maintained in compliance with applicable legal requirements and University policies and procedures pertaining to confidentiality. Such documentation includes, but is not limited to, Child & Adolescent Needs and Strengths, Contact Logs, Core Team Meeting notes, etc.

Maximizing Adolescent Potentials (MAPS) recognizes the need for the careful handling of all student records and information, particularly as it relates to behavioral health treatment. Consequently, we will follow and clearly communicate strict confidentiality guidelines designed by the Commonwealth as well as federal guidelines where applicable.

MAPS recognizes that Pennsylvania State regulations governing the confidentiality of Drug and Alcohol Abuse Patient Records and HIV Related Information are unique to Pennsylvania. Specifically, drug and alcohol patient records are protected by federal law and Pennsylvania State Law P.S. 1690.108 (Act 63) and Pennsylvania State Regulation 28 Pa. Code Subsection 709.28 and 4 Pa. Code Subsection 255.5. In particular, MAPS is committed to compliance with the Pennsylvania Code Subsection 255.5 in requests for information from providers of drug and alcohol treatment services. All records kept by the SAP Liaison will be kept in strict compliance with the Confidentiality HIV Related Information Act of 1990.

SECTION D: Conflict Resolution Process

Should there be a conflict between the Core Team and the Provider agency (liaison); the conflict resolution process should work through the levels as follows:

- Step 1. Members of the Core Team and Provider Agency Liaison meet to discuss conflict.
- Step 2. School Building Administrator and Administrator of Local Provider Agency meet.
- Step 3. School District Central Office Administrator, County Mental Health and/or Drug and Alcohol Administrator meet.
- Step 4. School Administrator/Superintendent, Office of Mental Health Community Program Manager or Office of Drug and Alcohol Programs Representatives, and Pennsylvania Network for Student Assistance Services' Regional Coordinator meet.
- Step 5. Commonwealth SAP Interagency Committee meets.

SECTION E: Agreement Terms

As a result of this agreement SAP liaisons from the agency have a legitimate educational interest in participating as full members of the SAP Team.

This agreement will be in force throughout the 2020-21 school year. Effective dates of this agreement are September 1-May 30, 2021. Agreements will be renewed on a yearly basis.

District Representative

MAPS Director

Date

Date