Self-Assessment Survey
Assessing Implementation of Student Assistance Program

The New Hampshire Student Assistance Program Network develops, aligns, and promotes Student Assistance Programs based on the nationally recognized, evidence-based model Project SUCCESS {Schools Using Coordinated Community Efforts to Strengthen Students}. **The Project SUCCESS model is coordinated by a specially trained and certified, onsite master's degree counselor (a detailed scope of work is attached).** The counselor may be an employee of the school district or a local substance misuse prevention organization.

The school principal, or other administrative leader, plays an active role in bringing a Student Assistance Program (SAP) to the school: submitting the application for funding assistance, selecting the student assistance counselor for her/his school, and promoting the Student Assistance Program, the counselor as well as the school- and community-based resources and activities that comprise the student assistance program. This support is critical to the success of the Student Assistance Program.

To assess your school's present level of implementation of an onsite Student Assistance Program, please complete the following assessment. This should be completed by the building principal, with the assistance of the SAP counselor or other members of the SAP. These questions address the required components necessary to implement a successful Student Assistance Program with fidelity.

History of Student Assistance Program

How long has there been a Student Assistance Program (SAP) in your school?	
Has there been one SAP Counselor or multiple in that time?	
Is the SAP Counselor an employee of the school district of a community based substance misuse prevention organization?	SAU employee ☐ CBO employee ☐

Professional SAP Counselor, Supervision and Training

PURPOSE: To ensure evidence-informed implementation of this multifaceted program and effective interaction with students, parents, faculty/staff and the community.

DESCRIPTION: This level of professional responsibility requires highly trained, supervised, and experienced staff members with expertise in working with youth, communicating with other professionals and engaging parents. The SAP Counselor may be employed by the school district or contracted through an outside agency. It is strongly recommended that SAP Counselors have a Master's degree in counseling, psychology, or social work, at least two years' experience working with adolescents and knowledge of substance misuse prevention.

NEW HAMPSHIRE
Student Assistance
NETWORK

A Bachelor's degree with experience working with high risk adolescents is the minimum requirement. All NH SAP Counselors receiving state funds must become a Certified Prevention Specialist (CPS) within one year of being hired. Information regarding NH's CPS can be found here: http://nhpreventcert.org/.
Program Implementation Supervision and Case / Clinical supervision

What are the student assistance counselor's qualifications?	MEd□ MSW□ BA/BS□ Other□
Did the student assistance counselor participate in professional development? Yes □ No □ Not sure □ If yes, please describe professional development activities:	
Has the student assistance counselor been certified as a Prevention Specialist? (CPS)	Yes □ No □ Not sure □ Comments:
How did the student assistance counselor receive supervision last year?	Check all that apply: Colleague at school □ Through local prevention agency/ community based organization □ Through state provided supervision □ I don't know □ Did not receive supervision □ Other, please explain:

Integration with School Community

PURPOSE: To achieve maximum buy-in from school administration, faculty, staff and students, and to avoid duplication of services
DESCRIPTION: SAP schools that have the greatest student outcomes are ones in which the SAP counselor is aligned and integrated with existing substance misuse prevention activities, education, and policies of the school. Integrating an SAP into the fabric of any school begins with relationship building.

Have you included the SAP Counselor when updating your **school policy on substance use**?	Yes □ No □ Not sure □ Explain:
Is there **a mandatory referral process to see the SAP counselor** for students caught under the influence of alcohol and other drugs on school grounds or school events?	Yes □ No □ Not sure □ Comments:
Do **your faculty, administrators, and support staff participate in staff training (at a minimum every other year)** in: The signs and symptoms of mental health challenges, suicide, and substance use	

(Please do not include the NH mandated Suicide Prevention training.	Yes ☐ No ☐ Not sure ☐ Comment:
The Student Assistance Program	Yes ☐ No ☐ Not sure ☐ Comment:
How to refer a student for help	Yes ☐ No ☐ Not sure ☐ Comment:

Integration with Greater Community

PURPOSE: To ensure the SAP Counselor gains familiarity with community resources and referral sources and that the SAP is aligned with community activities and supported by key community stakeholders.

DESCRIPTION: The SAP Counselor can strengthen the SAP at the school by aligning with existing community efforts such as community coalitions and other agencies working towards similar goals. The SAP Counselor must be familiar with community services and resources in order to make referrals. Having thorough knowledge of the programs and providers available in their region or local community helps the SAP counselor to provide students and families with appropriate referrals. In addition, being knowledgeable about happenings in the state, region, and local community enables an SAP counselor to be aware of emerging trends, to bring prevention opportunities and resources to their local community, and to advocate for legislation which promotes health amongst their population.

How would you rate your school's relationship with your Regional Public Health Network, the SMP and COC, and the local community based organizations?	5 - We have a strong relationship with community organizations and refer students out to community resources as needed. We work closely with the RPHN, have aligned prevention goals, and coordinate prevention efforts. 3- We have a few community organizations that we can refer students out to, but we do not have access to enough to meet the needs of our students. We receive periodic information and resources from our RPHN - we know who the key players are but we are not intentionally working on the same goals at this time. 1- RPHN? Community based organizations? What is that? Who are they?
Do you, the SAP counselor, and/or other student support staff participate in regional and / or community -based prevention leadership groups?	Yes ☐ No ☐ Explain:

Universal Strategies

PURPOSE: To provide prevention messaging to the entire school population.
DESCRIPTION: Universal strategies increase knowledge, reduce stigma, strengthen individual protective factors, and improve school climate. They impact the entire student body and reinforce goals of SAP individual and group sessions. Universal strategies are key to confronting behavioral health issues within your region and those unique to the community in which your school resides. Universal strategies should align with and support the goals outlined by your RPHN and address problem areas identified by the school and local community. Consistent messaging is key to changing problem areas over time.

Do you look at your YRBS data, absences, referrals to the nurse, and discipline data to assess problems and plan how to address them?	Yes ☐ No ☐ Explain:
How would you rate the implementation of Universal Strategies, including inviting the SAP Counselor to promote the program at school events, providing prevention tips through school communications, for example.	5 - Highly visible Universal Strategies with school staff, students and family awareness/ involvement 3- Pretty visible Universal Strategies - most of the school community is aware/ involved 1- Universal strategies? What are those?

Prevention Education

PURPOSE: To introduce the SAP services and provide students with evidence-informed prevention information/activities at key developmental intervals
DESCRIPTION: Evidence-informed prevention education (Example: Project SUCCESS Prevention Education Series, Project ALERT, co- teaching a health module, etc.) is provided at minimum to youth at the critical developmental stages of 7th and 9th grades. Prevention Education provides evidence-informed information and activities around the dangers of substance misuse and other high risk behaviors. It gives students direct exposure to the SAP Counselor and the services he or she provides. Prevention Education also helps to reduce the stigma associated with reaching out for support. Prevention Education can be delivered through the SAP or in collaboration with other school staff members.

Does the SAP Counselor or other school staff provide evidence-informed information and activities around the risks associated with substance use and other high risk behaviors, as well as mental health promotion, covering the minimum four topics: ● Adolescence ● Substance use and addiction ● Healthy Relationships ● Coping Skills	Yes ☐ No ☐ Not sure ☐ Please provide details:

Community Crisis Response

PURPOSE: To ensure best practices are used when school responds to crises.

DESCRIPTION: SAP Counselor provides crisis intervention services as needed when situations arise such as a student death, suicide or accident. Schools will be called upon to respond to crises within the school and larger community such as a suicide, a student, staff or parent death, or an accident. The SAP takes a vital role in helping the school to address potential crises before they occur and to assist the school in a crisis situation once it has taken place.

Does your school have a community crisis response team? Is the SAP counselor on it?	Yes □ No □ Comments:

Individual Sessions

PURPOSE: To identify students who need treatment and/or mental health services or those students with risk factors making them vulnerable to drug use and make referrals to community providers.

DESCRIPTION: Individual sessions are first conducted in response to a referral to SAP, whether it is a self referral or a referral from another party. Students are screened for potential risk factors for substance misuse as well as the personal strengths that have helped to sustain them. In collaboration with the student, his or her needs are identified and potential resources are discussed to address them. Individual sessions are also utilized when students are in an acute crisis and when they are working on skills to prepare them to take part in SAP group services.

Do faculty, students and parents **have direct access to the Student Assistance Counselor** in order to refer a student for help?	Yes □ No □ Not sure □ Comments:
Do referred students participate in individual sessions with the SAP counselor?	Yes □ No □ Not sure □ Comments:
Is there a private **Office Space** with a telephone, desk, and computer, access to a printer and a locked file cabinet for the Student Assistance Counselor?	Yes □ No □ Not sure □ Comments:

Group Services

PURPOSE: To support youth in understanding the prevalence and consequences of alcohol and drug use and to provide opportunities to learn and practice coping skills.

DESCRIPTION: After the screening, youth are referred to the appropriate group based on shared risk and protective factors (such as youth living with a parent who misuses substances, youth using substances themselves, youth who are new to the school, or students who are Seniors and going to be transitioning to college or the workforce. This provides a common base from which to work. Group services, approximately 12 sessions, provide students with the opportunity to talk openly with others regarding the risk factors which weigh heavily on them, thus decreasing their sense of isolation. Students explore the consequences of substance misuse, learn coping skills, practice communication and self-advocacy skills, and expand their support base.

NEW HAMPSHIRE
Student Assistance
NETWORK

Do referred students participate in time limited group sessions during school hours.	Yes ☐ No ☐ Not sure ☐ Comments:

Consultation Services

PURPOSE: To provide expert advice to administration and staff related to substance misuse and behavioral health.

DESCRIPTION: SAP Counselor consults with administration and staff as needed.

Are staff and administration aware of the SAP Counselor as a resource for consultation? Is the SAP Counselor included in planning meetings for student behavioral health initiatives and are SAP services promoted to school staff?	Yes ☐ No ☐ Not sure ☐ Comments:

Data Collection and Reporting

PURPOSE: To illustrate the effectiveness of SAP, to improve services, and to ensure sustainability.

DESCRIPTION: Keeping track of and reporting on the scope (process data) and impact (outcome data) of the work of the Student Assistance Program is vital for school and community buy-in. quality improvement, and sustainability.

Does the Student Assistance Counselor's have access to school data to inform prevention activities and evaluation efforts?	Yes ☐ No ☐ Not sure ☐ Comments:
Does your school **participate in the bi-annual Youth Risk Behavior Survey (YRBS)?** The survey is developed by the CDC and approved by NH DOE and NH DHHS.	Yes ☐ No ☐ Not sure ☐ Comments:

Sustainability

How would you rate the awareness of the Student Assistance Program with your school staff, students, parents and community organizations?	5- SAP is highly visible and integrated into our school and community. It is a well known resource. 3- SAP is well known to students and staff. 1- SAP is not well known yet.
Has there been financial support from the school district for SAP?	Yes ☐ No ☐ Not sure ☐ Comments:

Schools with SAP need to consider sustainability in all aspects of the program. How would you rate the sustainability of SAP in your school?	5- We have a sustainability plan and have previously requested funds for SAP in the school budget. 4 – We are engaging with the school board and school district and/ or community organizations to sustain SAP services. 3- We have implemented the program with fidelity and are collecting data to document outcomes. 1- We have just started implementing the program and need to start thinking about sustainability more.