

# NH SAP Subcontract: SFY2025-2026 School Year

## SCOPE OF WORK

The following Scope of Work for the NH Student Assistance Programs (SAPs) aligns with implementing NH SAP with fidelity. Components of NH SAP are based on the evidence-based Project SUCCESS model and adapted to meet the cultural and practical fit for NH SAPs.

1. **Program Initiation and Setup:** The selected applicant must set up the NH Student Assistance Program (SAP) according to best practices and fidelity to the NH SAP model, which is based on the evidence-based Project SUCCESS. The selected applicant must:
  - a. Within 30 days of contracting:
    - i. Meet with the Student Assistance Network (The Network) team to review contract requirements, NH SAP components, and the NH SAP Implementation Guidance.
  - b. Within 30 days of contracting:
    - i. Share information regarding the school and the NH SAP which at a minimum includes:
      1. List of staff on each school's NH SAP Team
      2. Staffing plan at location of NH SAP including direct reporting delineations and name of Superintendent
        - a. School location and grade levels
        - b. NH SAP service hours
        - c. Total number of students per school
        - d. Annual itemized budget
        - e. Funding sources or contracts other than this awarded contract
        - f. Status of an organizational sustainability plan
        - g. Percentage of staff & volunteers trained in Project SUCCESS
  - c. Recruit and retain a qualified and skilled NH Student Assistance Program Coordinator (SAP-C):
    - 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-C must become a Certified Prevention Specialist (CPS). The Network will regularly monitor progress towards certification and provide TA to SAP-Cs. Information regarding NH CPS can be found at: <http://nhpreventcert.org/>
    - iii. SAP-C must participate in on-going professional development
    - iv. SAP-C must participate in monthly Network meetings
  - d. Ensure SAP-C will have access to:
    - i. A private physical space within the school to conduct screening, individual and group sessions
    - ii. At a minimum, laptop, desk, chair, telephone, and seating for students/ parents
    - iii. Student data, such as class schedule, parent/guardian contact information

# NH SAP Subcontract: SFY2025-2026 School Year

- e. Ensure access to training for the SAP-C, SAP Team and Sustainability Team members
  - f. Ensure the provision of supervision of the SAP-C
2. **School and Community Integration:** The SAP-C must be an integral part of the school and community to provide SAP services successfully:
- a. SAP-C will participate in outreach and integration activities, such as:
    - i. Engaging with staff
    - ii. provide training and consultation for school staff,
    - iii. participate in a school student support team,
    - iv. visit in-school suspension students,
    - v. volunteer as a guest speaker in classes;
    - vi. attend one school sponsored event each month such as a sporting event, band concert, art show, etc.
  - b. SAP-C will have a direct report at the the school - a staff member within the school district and a communication plan to handle issues of concern or grievances
  - c. The selected applicant must establish or assist with a student club that addresses substance use prevention, mental health promotion, or school climate concerns such as Students Against Destructive Decisions
  - d. Introduce NH SAP 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
  - e. Establish a working partnership with the local Regional Public Health Network (RPHN) and attend coalition meetings as appropriate
3. **Implementation:** The selected applicant must implement SAP with fidelity to the NH SAP model, through Project SUCCESS training and materials and utilization of the NH SAP Implementation Guidance. These Best Practices include:
- a. Utilize data to define program goals and objectives. The school administrator, SAP Team/ Student Services Team, contracted community organization, if applicable, and SAP-C 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 targeted toward students and focused on mental health promotion and ATOD prevention following best practices for education and awareness
  - c. Provide Prevention Education Series (Classroom Instruction) using an evidence-based curriculum in at least one grade per school, two grades for middle/high schools. The prevention education series should be a minimum of four sessions, but ideally six to eight.
  - d. Screen individuals who are referred to the program for substance use and mental health concerns
    - i. Use the GAIN-SS screening tool as required by the Bureau of Drug and Alcohol Services, Department of Health and Human Services
    - ii. Provide brief intervention to students who score low on the screening

# NH SAP Subcontract: SFY2025-2026 School Year

- 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 and as adapted by The Network for cultural fit
  - v. Follow up with students to continue to provide care and connection and ensure that they have received the services they need
  - vi. Assist students in identifying and building upon their protective factors to increase school and community connections.
- e. Provide ongoing consultation services 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
  - iii. Attend events where parents will be in attendance to promote SAP services, explain the referral process, and share community resources.
- g. Evaluation:
- i. 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:
    - 1. Demographics of individuals served by strategy
    - 2. Dosage and frequency of individual participation in individual and group sessions
    - 3. Aggregate GAIN-SS screening results
    - 4. Number and type of referral to internal or external behavioral health resources or programs
    - 5. Number and type of universal activities, parent education and consultation, and school staff and administration education and consultation
  - ii. SAP staff must provide details of SAP activities in order to highlight and promote SAP to the Department, The Network, and across the state.