

Sample Annual Program Activity Report

Referral Data

- A. _____ What is the total number of open cases the SAP continued to serve from a previous year(s)?
- B. _____ What is the total number of referrals accepted by the SAP during this school year?

Of these, how many referrals were made by:

- _____ Staff
_____ Parents
_____ Students

- C. _____ What is the total number of cases served during the 2005-2006 school year (total of "A" plus "B")?

Of these, how many were primarily identified for the following reasons:

- _____ Behavior reasons
_____ Academic reasons
_____ Health reasons
_____ Attendance reasons
_____ Alcohol or drug reasons
_____ Mental health reasons (i.e. grief/loss, depression, personal relationships, etc.)

Student Interventions/Action Plans

- D. _____ What is the total number of school based student intervention/action plans developed?
- E. _____ What is the total number of community based student intervention/action plans developed?

Of these school and community based plans (D & E):

- _____ How many involved moving the referral to Special Education testing?

- _____ How many included a mentor?
- _____ How many included a referral to peer mediation?
- _____ How many included some type of support group within the school?
- _____ How many were related to alcohol and other drug use/abuse?
- _____ How many were related to mental health issues?
- _____ How many were related to aggressive and/or violent behavior?

F. _____ What is the total number of students that showed progress in any way?

Of these:

- _____ How many improved his/her behavior?
- _____ How many improved his/her attendance?
- _____ How many improved issues relating to his/her health?
- _____ How many improved his/her grades?
- _____ How many improved issues relating to his/her mental health?
- _____ How many improved issues relating to alcohol/drug use/abuse?

G. _____ What is the total number of students that have sustained or maintained the level at which he/she entered the program (does not reflect on students from "F" or students who declined)?

Program Data

- H. _____ Number of parents contacted as a result of a SAP referral (includes multiple contracts made to a single individual)?

- I. _____ What is the total number of students who participated in a SAP or prevention program this year? (This number may reflect a single student participating in multiple programs or school-wide program participation.)

- J. Yes or No (Please circle one) Does your school participate in CSAP programs? (To review CSAP programs visit the following web site: <http://prevention.samhsa.gov/about/default.aspx>)

- K. Yes or No (Please circle one) Our SAP is integrated with the following student support systems.

If yes, please check all that apply:

- _____ Tutoring program, study skills
- _____ Grief and loss group
- _____ Support group
- _____ Mentoring program
- _____ Mediation program
- _____ Bullying intervention program
- _____ After-school program

(From *IL Prevention First*, Pat Berry, Chestnut Hill Systems)

<http://www.prevention.org/SAC/documents/FY06%20yr%20end%20report.doc>

More Tools to Assist SAP Teams

SAP teams benefit by looking at programs that have been known to be successful over the years. Web addresses for selected practical tools for SAPs from such programs are available on the World Wide Web and at www.nacoa.org. Samples of these tools are reproduced on the following pages for the convenience of SAP staff, and instructions for the forms are also available on the same website with the forms.

Student Assistance Program Reporting Logic Model

From: <http://wch.uhs.wisc.edu/13-Eval/Tools/Resources/Evaluation%20Logic%20Model%5B1%5D.pdf> (Retrieved October 5, 2006)

Student Assistance Follow Up Form

From: <http://users.adelphia.net/~asapvt/forms.htm> (Retrieved October 5, 2006)

Student Assistance Tracking Form

From <http://users.adelphia.net/~asapvt/forms.htm> (Retrieved October 5, 2006)