

**ONLINE SAP MH/DA DATA COLLECTION  
QUESTIONS AND ANSWERS**

**There are several guides on the website for county authorities as well as guides for the service providers on the SAP reporting site - [www.sap.state.pa.us](http://www.sap.state.pa.us). Please consult those first for answers to your questions.**

Question	Answer
<b>General</b>	
Who do I contact when I need help?	Help line is (814) 262-0715 Hit 2 when prompted
<b>Registration: Service Providers and County Authorities</b>	
What if I have already registered as a private provider and I need to add a new county authority?	After logging into the system, select the “My Account” link. Under the “Permissions” header, choose the additional county authorities you would like to report to.
<b>Log ins</b>	
I’m trying to log in and it will not take my username and password. What do I do now?	You can call the SAP help line at 814-262-0715 to have your password re-set. The system will also include a utility which will allow you to re-set your own password in the near future.
<b>Zone administrators</b>	
As the zone administrator, do I issue my providers their passwords and login credentials?	No. Providers create their own usernames and passwords, but the county authority indicates which LEA(s) they submit data for.
What is the role of the county authority in this process?	The county authority’s primary function is to review and approve the data submitted by the private providers.
What if the D&A and MH liaison provider is the same agency? Do they have to have separate log ins and passwords from both the SCA and the MH/MR office?	No, but they will need to submit data to both the SCA and County MH/MR.
<b>County Authorities: Viewing and Approving Reports</b>	
As an SCA or County MH/MR, once my provider agency has submitted their report, am I the one to release it to the state? How is this done?	After you login, go to the “Provider Forms” tab and click on the appropriate Quarter link. For each report the provider has submitted for approval, you will need to review the data submitted by the

	<p>provider. There will be an “Approve” and a “Reject” button. Selecting the “Approve” button will submit and finalize the report, while clicking the “Reject” button will return the report to the submitting provider for corrections.</p>
<p>How do I know if a provider has completed or not completed a report?</p>	<p>After logging in, go to the “Provider Forms” tab and click on the appropriate Quarter link. Each provider’s report will have a status indicating where in the process the particular report is. If the report has been submitted for approval, the county authority will have the option to approve or reject the report.</p>
<p><b>Service Providers: Filling in the reports</b></p>	
<p>Do we have to record this information per school district?</p>	<p>Yes. When you have registered, your county authority(s) will list the school districts you service. You will be required to submit a report for each of the listed school districts. There is one report per agency per district.</p>
<p>What if a district is not listed?</p>	<p>Please contact your county authority? The county authority will need to add the additional school district(s) to your list.</p>
<p>How do we record data on AVTS’s?</p>	<p>For full time AVTS’s, have the AVTS added to your list of districts to report on.</p> <p>This will be handled on a case by case basis. The SCAs will need to contact Lonnie Barnes from BDAP and MH/MR Administrators contact Sherry Peters from OMHSAS.</p>
<p>What about Charter Schools, Alternative Education Programs and other entities besides AVTS’s and School Districts. How do we report on them?</p>	<p>Use the same rule of thumb as an AVTS. If they are a full day placement and they have their own SAP team, ask to have them added to your list.</p> <p>Other wise list by the student’s home school district</p>
<p>Can questions just be left blank? Will they be able to move forward if they do?</p>	<p>If no students meet the criteria, you will need to indicate this by entering “0” in the answer field.</p>
<p><b>Question 1 A: Assessments</b></p>	
<p>I only provide screenings or pre-assessments. How am I to fill out this</p>	<p>With appropriate releases signed, establish a process to obtain information on</p>

report?	assessments and results for this report. This could be obtained from the SAP team, parent/guardian or the assessor.
Should they report only assessments and not screenings for groups?	Yes. It is suggested that only children being assessed be included in this count.
Is it the total # of students <b>referred</b> for assessment or is it the <b>actual number of assessments completed</b> ? (Often, students may be referred but for whatever reason, the assessment never occurs.)	For this question, enter the total number of students referred for assessments, not the actual assessments completed.
Do we only report on NEW assessments for that quarter?	Yes, the information entered for question 1a. should only be for that quarter.
What if a Liaison does an assessment or runs a group at an Alternative Education Program that is not located in the district. How does the liaison record those contacts?	The liaison should record this with the student's home building.
1b-d) What if both MH & D&A have done separate assessments. Do we record these together or separate?	Each provider/liaison needs to complete the data separately.
1b-d) What if the two liaisons do the assessment together? Who records it on the data collection?	Each screening should be done separately and should be entered into the data separately. This is not a co-occurring screening.
1-d) Who should be included under the Co-occurring assessment?	Only include those assessed by a trained provider that does a co-occurring assessment. This is not an assessment done by two separate liaisons from D&A and MH.
<b>Question 2 B: Secondary Problem Category</b>	
What if none of the items listed fit the results of my assessment? For example: academic, other MH reasons or diagnosis. Do I need to just leave this blank?	If a student's secondary problem does not fall into one of these categories, do not include them in the count.
Do we only report the outcomes of an assessment (starting with 2a on) in the current quarter when the initial assessment was done in a previous quarter?	Yes.
Define co-dependency.	Maladaptive, compulsive behaviors learned by a person in order to survive in a family which is experiencing great emotional pain

	and stress due to drug and alcohol issues and/or MH issues in the family (example skipping school to make sure a father with mental illness or a substance abuse issue is okay).
<b>Question 3: Assessment Results</b>	
Do the providers ONLY include services that the child received as a result of the assessment and not those already being received?	Yes.
When I do a pre-assessment and the student goes on to another agency to have a full assessment I often do not know what the out come will be. How do I answer this question?	It is recommended that there be a system developed to be able to collect follow up data from the student or family. This can be done either by getting information from the SAP Team or signed releases of information from the guardian and/or student.
When we refer a student to a non-treatment program, how do we indicate this on the report?	These might fall under any of the three categories under Intervention -School Based Group, Community Based Group or Other Support Services.
As the D&A liaison, do I only fill out question 3 and skip 4 & 5	You fill out the charts that fit the area of primary and secondary problem categories that you selected. If no students match the criteria, the particular field is submitted with a "0"
What comes under "Other Support Services" for Intervention? There are blocks for school based group and community based group. What areas might come under "other"?	Any other type of non-treatment intervention that doesn't fall in the "group" category.
<b>Question 4: Assessment Results (continued)</b>	
Is this only filled out by MH liaisons?	All sections are filled out no-matter what type of liaison they are. If no students match the criteria, the particular field is submitted with a "0"
<b>Question 5: Assessment Results (continued)</b>	
Who fills out the co-occurring one? Should this be both MH, D&A liaison?	Only a liaison that is trained in co-occurring assessments should complete this

	section. If no students match the criteria, the particular field is submitted with a “0”
Who fills out this question?	All sections are filled out no-matter what type of liaison they are. If no students match the criteria, the particular field is submitted with a “0”
<b>Supplemental Questions:</b>	
Where do we document the number of core team meetings, parent consultations and staff consultations?	After you log-in, click on the Reporting Obligations tab on the left side of the page. You will see a box that says “Quarterly Supplemental Report” click on the “complete submission” link in that box.
If the SAP Liaison meets with a principal or other school staff do they record that time as consultation hrs?	Yes.
If a liaison meets with SAP Team members outside the “regularly” scheduled meeting do you count this as a SAP meeting?	Yes.
If liaisons are asked to consult with school staff regarding kids that have not yet been referred to the SAP Team do they count this as a “consultation” in this report?	Yes.
What is the definition of core team consultations? Does it include team meetings and if so, what other things would be included for this area?	Attendance at a SAP Team meeting. It could be consultation with one or more SAP Team members outside of the regularly scheduled meeting as well.
What is the definition of parent teacher consultations?	Discussion with a parent and/or teacher about a student’s needs and or areas of concern. This can be done in person, on the phone or through e-mails.
<b>Submitting the reports</b>	
As the County Authority, is there a manual with instructions on how I release the data to the state?	Yes. It will be available under the resources tab.
When are the due dates for the report to be submitted?	The reports are completed quarterly. 1) July – September is Due by October 31 2) October to December is Due by Jan. 31 3) January to March is Due by April 30 4) April to June is Due by July 31
Will a notice be sent to us when they are due or do we just need to know when to submit?	It is posted at SAP Online, <a href="http://www.sap.state.pa.us">www.sap.state.pa.us</a> , on left side of page under Date Collection MH/DA tab.

<p>What about those months that schools are not in session. Do we record for those months?</p>	<p>The 1<sup>st</sup> and 4<sup>th</sup> quarterly reports do cover some of the months schools are not in session. Just fill out the report for the services you provided during those months. Your numbers may be lower than other quarters, but the state is aware that schools are not in session.</p>
<p>Can we submit early?</p>	<p>The system will not allow a provider to begin working on a quarter's forms until all of the previous quarter's forms have been submitted to and approved by the county authority(s).</p>
<p>As a provider do we submit the data or does the county zone administrator have to do that?</p>	<p>A private provider submits the data to the county authority. The county authority then needs to review and approve the report before the data is submitted to the Pennsylvania Department of Health and Department of Public Welfare.</p>

2/18/09  
Revised 10/5/09  
Revised 10/8/09