

**SAP Mental Health Liaison Letter of Agreement
Between the Northwest Tri-County IU #5
and the Girard School District
2026-2027 FY**

This Letter of Agreement is between the Northwest Tri-County Intermediate Unit #5 and the Girard School District. Both parties agree to cooperate in providing services for the Student Assistance Program.

Both the provider and the School District agree that this Letter of Agreement shall be supplemented by, include by reference, and are governed by:

- A. The provisions of the Public School Code of 1949, as amended, 24 P.S. section 15-1547:
- B. Any other statutory or regulatory provisions pertaining to the Student Assistance Program.
- C. The district's alcohol, tobacco, and other drugs policy, suicide/ mental health crisis policy, weapon policy, record release policy, and any other policy regarding the Student Assistance Program.
- D. Provider and the School District agree that all records generated by the Student Assistance Program, with respect to individual students, are records of the district; the retention and disclosure of which shall be governed by the policies of the District.

Provider agrees (via IU Service Purchase Contract(s) with Achievement Center to provide the following services as an ad hoc member of the building student assistance core team:

- A. SAP Mental Health Liaisons will be trained and receive certification from an approved Pennsylvania Network for Student Assistance (PNSAS) SAP Trainer in the mandatory K-12 Training and attend professional development webinars as offered by PNSAS.
- B. If the provider agency supervisor overseeing the SAP Mental Health Liaison is not SAP certified the agency supervisor will participate in an upcoming SAP new team training or will attend the online (no cost) Bridge training offered through PNSAS or participate in an orientation to SAP with the IU5 SAP supervisor until they become certified.
- C. SAP Mental Health Liaisons will consult with school staff in SAP CORE team meetings to receive referrals for students for screening for whom parents or school staff have serious behavioral, social, or emotional concerns. Attend (at least biweekly) regularly scheduled core team meetings for the purpose of referrals, case management, and follow-up services.
- D. SAP Mental Health Liaison staff will conduct a screening, clinical interview, and level of care assessment with a student once parental permission for

SAP MHL is obtained. SAP Mental Health Liaisons will conduct a screening using a screening tool as licensed through the IU5/County SAP contract. For students ages 12 and up the screening tool - school 12-24 will be used, for students under age 12 screening tool for ages 6-14 will be completed by the student's parent/ guardian. Mental Health Liaisons will follow up the screener with a clinical interview and other assessment tools as appropriate. SAP Mental Health Liaisons will understand the mental health system within Erie County and will work to make referrals to the appropriate level of care for the students' need and the student/ family's agreement.

- E. SAP Mental Health Liaisons can provide brief, individual counseling for students (up to six sessions) to resolve problems. The target population would be students who have mild (usually adjustment) problems who can benefit from this brief intervention.
- F. SAP Mental Health Liaisons can also facilitate and or co-facilitate school-based support programs including psycho-educational groups. Student participation in these groups shall be provided only with parental permission in accordance with school policies.
- G. For those in greater need, SAP Mental Health Liaisons refer students and parents to local community agencies and private practitioners, depending on student/ family preference. SAP Mental Health Liaisons may consult with the Erie County Care Management (ECCM) office when needed to assist in referral of services or contact Community Care Behavioral Health (CCBH). The target population here is that group of students who have chronic moderate to severe problems.
- H. SAP Mental Health Liaison staff provide consultation, technical assistance, and education to school staff and SAP Core team regarding student needs.
- I. SAP Mental Health Liaison staff, when indicated, make referrals to Erie County Office of Children and Youth/ Childline and/or Crisis Services (UPMC Western Behavioral Health at Safe Harbor) and coordinate efforts with staff from those agencies.
- J. SAP Mental Health Liaisons are involved with student counseling in the event of a school crisis, e.g., postvention. SAP Mental Health Liaisons will work with their assigned school districts to attend and be familiar with emergency plans and procedures while working in the district. SAP Mental Health Liaisons may provide Crisis assistance/ intervention, postvention, and

management to students, family, and faculty as needed. (Within district and across districts)

- K. SAP Mental Health Liaisons may participate in the marketing of SAP and SAP Mental Health Services within the buildings/ school district they work in. Including faculty in-service and student orientation within the limits of staff availability.
- L. Assist with aftercare services for identified students that have returned to the school following treatment as they adjust back into the school environment.
- M. From the Department of Human Services MH-ID Grant and as determined by the Department of Human Services MH-ID Office, a designated number of days per week of service for Girard School District: 235 hours
- N. SAP Mental Health Liaisons will update Annual Report Data on a weekly basis and will follow end school year deadlines for submission of final edits on Annual Reporting Data per the IU5 Annual Reporting Schedule.
- O. Will participate in 3 mandatory staff meetings per year and any mandatory trainings.

The School District agrees to provide the following.

- A. Appropriate space in the school where services can be provided with safety and privacy, and adequate access to a telephone and or WIFI Connection.
- B. 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.
- C. Family notification of the Student Assistance Program and the services to be provided in the school as required in the record policy.
- D. Family and community education of the Student Assistance Program.
- E. Faculty, pupil personnel, and student orientation to the Student Assistance Program that includes staff, services, and referral procedures.
- F. A Student Assistance Core Team that complies with BEC 24 P.S. 15-1547 for membership, training, common planning times, and ongoing maintenance.
- G. Release time as established by the core team for referred students. Time sessions will be designed so that missed instructional time does not

overlay or interfere. Release time shall coincide with the normal school day.

- H. Contact parent or guardian of identified students to explain referral, gather information, and obtain permission to involve students in the Student Assistance Program.
- I. Designate a contact person between the team and the provider to ensure effective communication.
- J. Submit data regarding the Student Assistance Program as requested to the Departments of Health, Education, and Public Welfare.
- K. Assist IU 5 SAP MH Liaison staff in their effort to obtain completed IU 5 SAP MH Liaison Consumer Surveys for students, parents, and core team members.
- L. Allow release time for liaison to attend 3 mandatory staff meetings per year and any mandatory training.
- M. Provide any assistance necessary to ensure that Annual reports are completed and sent to the IU on time.

The terms of this Agreement shall coincide with the 2026-2027 school year of the district. This Agreement can be amended by mutual agreement of both parties.

FOR SCHOOL DISTRICT

FOR PROVIDER

Mr. David Koma
Superintendent
Girard School District

Mr. Brad Whitman
Executive Director
IU 5

Date

Date

cc: SAP Liaison Supervisor
SAP Core Team Contact
Gina Mannarelli-Agostine
Rachel Pierce