

**Council on Chemical Abuse
2009/2010 PBPS Data Entry Rules**

2009/2010 Program Name: Student Assistance Program

Berks 2009/10 Objective	Required Service Code	Definition	Count Method	Rule for Recording	Rule for Data Entry	Population Code	Service Location
20020190 By 6/30/2010, facilitate 1,400 SAP referrals for high risk youth in Berks County	STP03S Student Assistance Programs Referrals	Referrals that come from the structured core team consultation meetings. Examples of referrals: -Referral to designated helpers -Referral to outside agencies -Referral for Substance Abuse Services -Referral for Mental Health Services	Record the number of <i>all</i> referrals including but not limited to drug and alcohol and mental health.	Record total referrals for each service location daily.	Data must be entered into PBPS within two weeks of service date.	SP09- Elementary School Students SP15- Middle/Jr. High School Students SP12- High School Students	School district in which service is provided.
20020227 By 6/30/2010, assist 150 parents and/or teachers in Berks County in making SAP decisions	STP06 SAP Parent/Teacher Meeting	Refers to meetings that take place with parents, teachers, and SAP consultant.	Record the number of attendees.	One entry for each activity.	Data must be entered within two weeks of service date.	SP16- Teachers/ Administrators/ Counselors SP26- Parents/ Families	School district in which service is provided.

