

**Council on Chemical Abuse
2011/2012 PBPS Data Entry Rules**

2011/2012 Program Name: Student Assistance Program

Berks 2010/2011 Objective	Required Service Code	Definition	Count Method	Rule for Recording	Rule for Data Entry	Population Code	Service Location
By 6/30/2012, facilitate 1,300 SAP referrals for high risk youth in Berks County	STP06 Prevention Assessments and Referrals	Referrals that come from the structured core team consultation meetings. Examples of referrals: <ul style="list-style-type: none"> -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.
By 6/30/2012, provide 300 sessions to parents	PAPR01 SAP Parent/Consultant/Teacher Meetings	Refers to meetings that take place with parents, teachers, and SAP	Record the number of attendees per consultation per respective	One entry for each activity for each service location daily.	Data must be entered within two weeks of service date.	SP16- Teachers/ Administrators/ Counselors SP26-	School district in which service is provided.

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and/or teachers in Berks County regarding SAP decisions		consultants	site.			Parents/ Families	
By 6/30/2012 attend 700 SAP Core Team Meetings.	STP03 SAP Core Team Meetings	Refers to meetings that convene the core members of a SAP team.	Record the number of attendees per consultation per respective site.	One entry for each activity for each service location daily.	Data must be entered within two weeks of service date.	SP26 Teachers/ Administrators/ Counselors	School district in which service is provided.