



aSAP! User Guide

Presented By



Educational Development Software (EDS) is a full-service software development company specializing in rapid software development for school districts and educational institutions of all sizes. EDS is dedicated to providing cutting edge solutions that satisfy all of your educational software needs. EDS also offers competitive services to build and maintain your school's technical infrastructure.

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Table of Contents

Introduction	4
Staff Referrals	5
Menu Bar Information	6
Managing Your SAP Referral Page	7
SAP COORDINATOR LOGIN INFORMATION	11
SAP Teacher Referral Menu	16
SAP PLANS	16
Conclusion	32

INTRODUCTION

Specifically designed to expedite the Student Assistance Program process in Pennsylvania schools, aSAP! is a complete software package that allows district coordinators to efficiently handle the work from initial referral to final state reporting. Some of the highlights included the following:

- Completely electronic – no more paperwork
- Ability to request/collect observations
- Able to compile staff observations
- Can develop SAP team recommendations
- Ability to assign staff to the SAP process
- Coordinate with SAP team members through case notes
- Final submission through PDE Form 4092 to the state

Applicable functions of aSAP! include the submission of initial staff referrals, parent notification, collection of observations, development of an intervention plan and submission of state reports. Although aSAP! is quite easy to use, it is important that all users have this user guide on hand to use as a reference in the event that a particular function is not completely clear. It is better for users to become familiar with how the system works before they use it for the first time. Jumping in with both feet is possible with this software, but it is better to be prepared with a complete understanding of the program.

As you read through this user guide, you will notice some words are **bolded**. These words typically highlight a term that is used as a button or link in the program. For example, if the guide instructs you to click **Submit**, then you should look for a Submit button or link on the screen.

Screenshots throughout this guide are used to illustrate what your screen should look like while using a particular function. They ensure that you are in the correct place in the software.

Important things to be aware of are highlighted by **red bold print**.

Again, thank you for choosing the aSAP! software program to handle all of your SAP procedures. This manual will highlight the program and walk you through the menu bar and the steps for initial staff referral and the steps a SAP coordinator can complete as well. If you should have any questions, please don't hesitate to contact our support team at 866-315-2306 or support@hibreporting.com.

Staff Referrals

Staff Logins

There are two logins for this program – one for a staff member to make an initial referral to the SAP team and one for the district's SAP coordinator. However, the URL for this program is pa.hibster.com is the same for both. Type **pa.hibster.com** into your search bar at the top (Chrome works best). Once you type pa.hibster.com into the search bar, hit enter. Your screen should look like this:

Welcome to EDS

*Works best with Chrome

Login

Username:

Password:

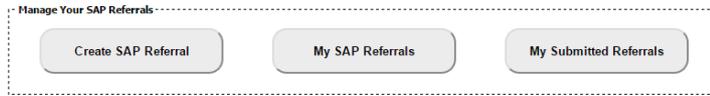
[Forgot Password?](#)

*You are on a confidential website. If you do not have permission to access this page and its accompanying information, please exit immediately. Failure to do so may result in Acceptable Use violations.

To login:

1. Enter a username and the corresponding password in the text boxes located in the center of the screen.
2. Click the **Submit** button.
3. If the username and password were correct, users will be directed to the Manage Your SAP Referral page.
4. If this is your first time logging in, the user will be directed to a page where you will need to accept the user license agreement. The user will then be required to change their password to a password of their choice.

Hit ENTER and your screen should look like this for a staff referral (SAP coordinator page will look different and we will get to that soon). This will take you to the Manage Your SAP Referrals Page.



*You are on a confidential website. If you do not have permission to access this page and its accompanying information, please exit immediately. Failure to do so may result in Acceptable Use violations.

District staff will have access to 3 parts:

Create SAP Referral – this allows the staff member to create and submit a referral to the SAP team.

My SAP Referrals – this section allows the staff member to keep a history of the referrals they created.

My Submitted Referrals – this section sees all submitted SAP referrals.

MENU BAR INFORMATION

NOTE: Please see the menu bar that is outlined in red on the screen shot above. Let's go over each icon.



This exclamation mark will let you know if any changes to the system were made. If you click on it, the icon will let you know of any bug fixes or upcoming deployments.



This is a system message for changes or creations of an intervention.



This is your System Settings box. You will be able to change your Username and Password in this section.



This is a Feedback box. Clicking on and opening it will allow you to send suggestions for improvement to our Support Team.



This is a Resource icon. Clicking on and opening this icon will send you to another page of resources for the Pa SAP process.

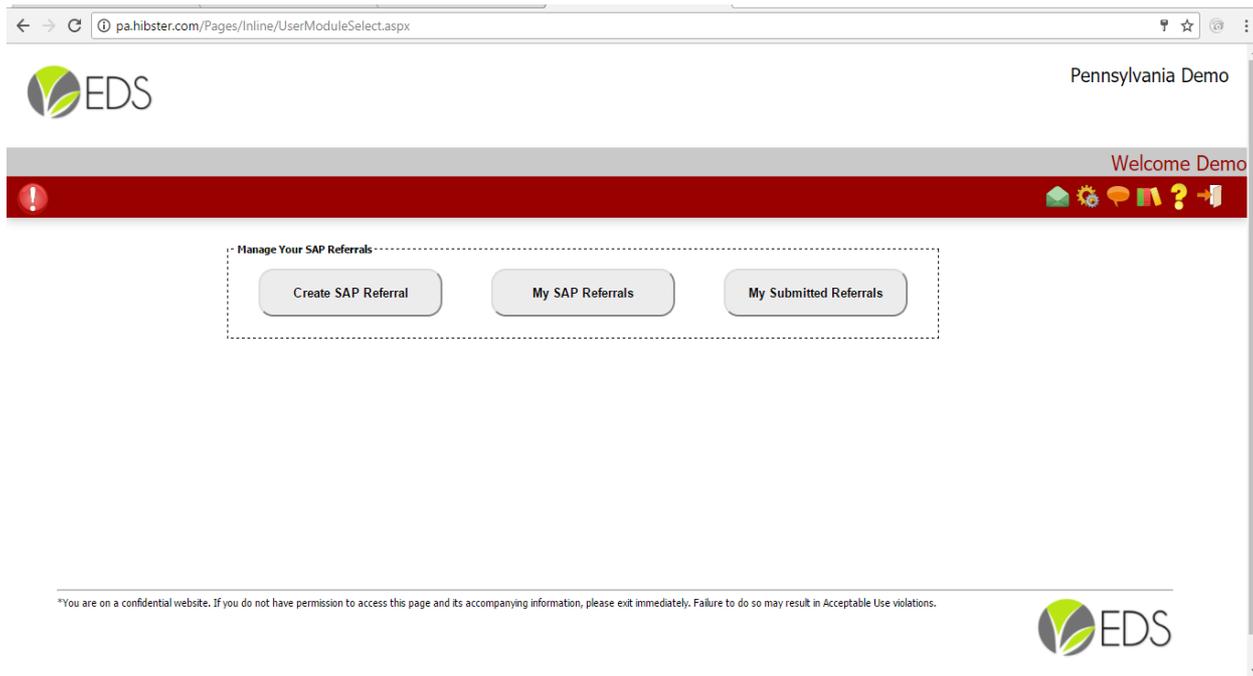


The Question mark icon will take you to a section that includes instructional manuals for this program. We highly recommend using this before contacting us for assistance. Many of your answers can be found here.



The Logout icon will do just that. Clicking on this will take you out of the program.

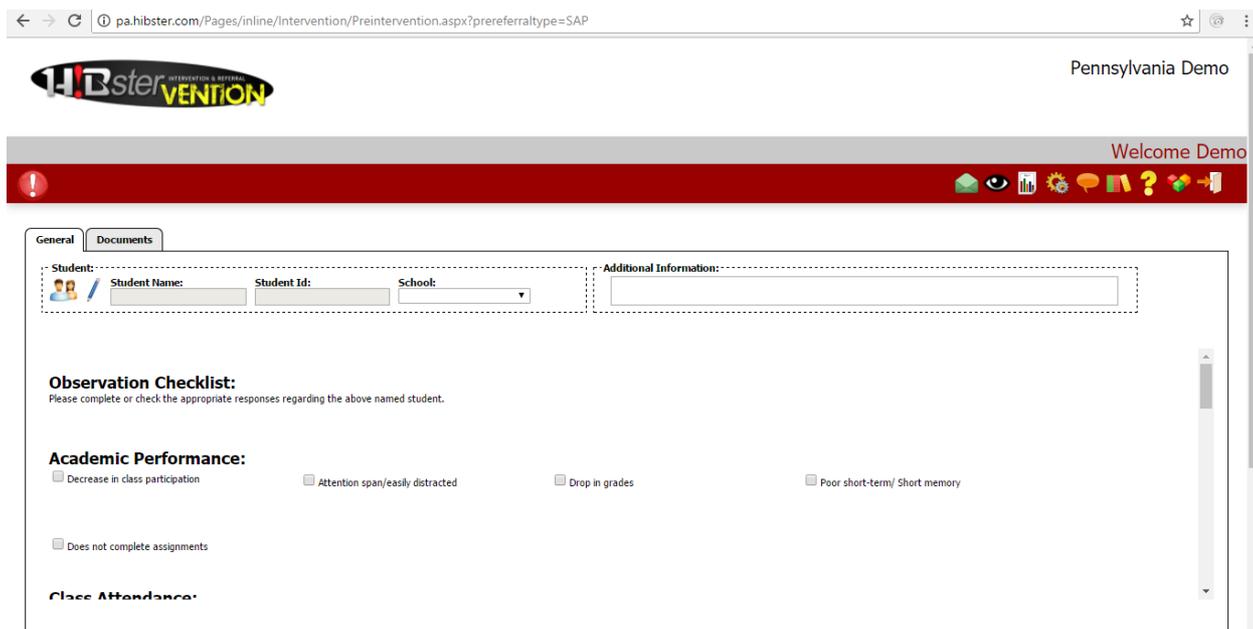
MANAGING YOUR SAP REFERRALS PAGE



Step 1 Create SAP Referral

Information: Any staff member (administrator, nurse, teacher, etc) who has been given access to the system can create a SAP referral. The SAP coordinator can determine who can submit a referral. The aSAP! program integrates easily with your Student Information System (SIS). This will allow for emails between the SAP team and staff and also allow for easy searching of students that may be referred by a staff member.

So, click on the button Create SAP Referral. You will see this screen.



General Tab:

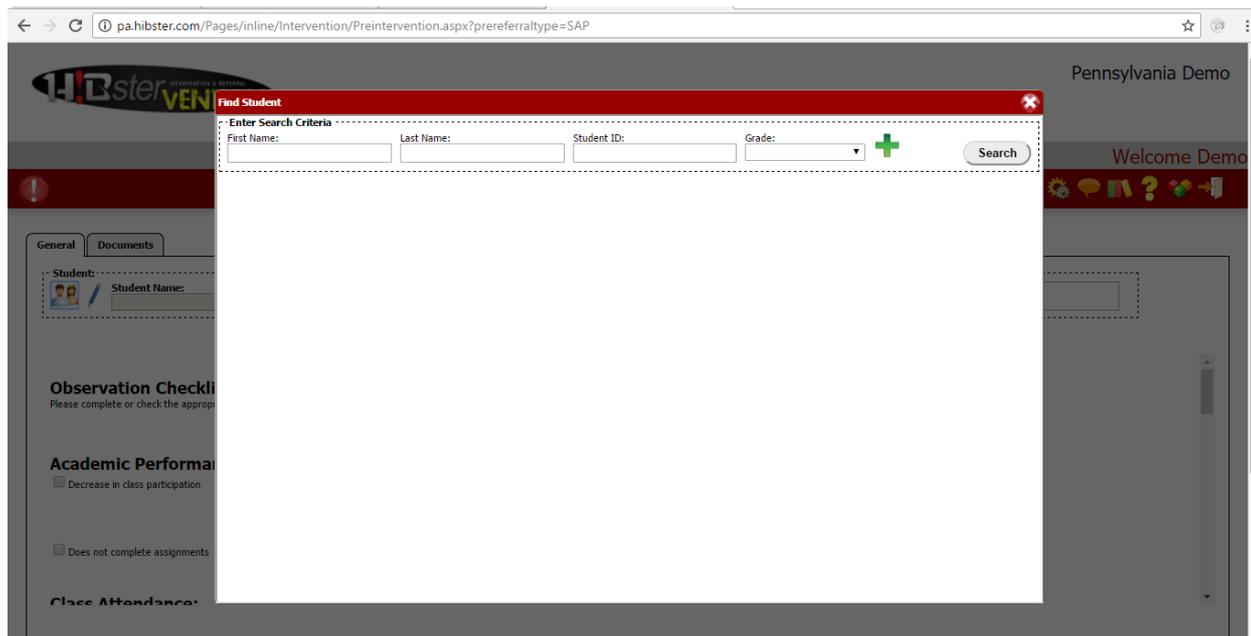
It is a rather lengthy page so information on the student can be shared with the SAP team. Be sure when completing the information that you scroll down completely to see the menu options at the bottom. Notice there are two tabs that may be completed. (General and Documents)

Let's take a look at the General tab you see above. You see the part where student information name will be completed.

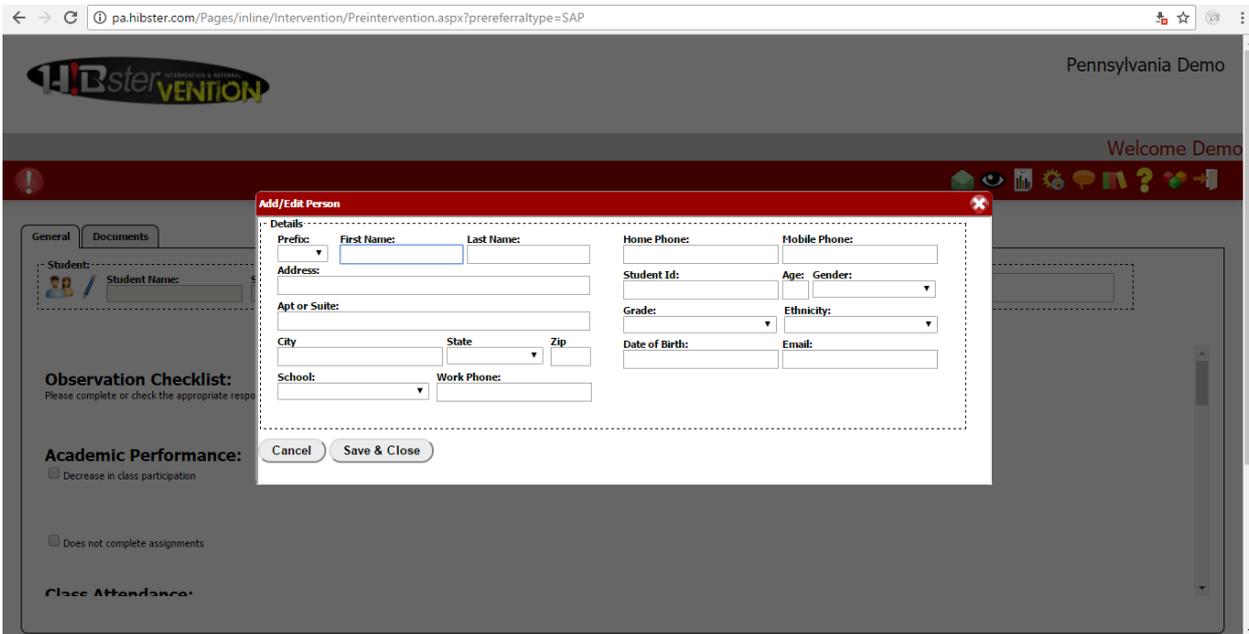
There are two icons  and  icon. You also see a box that says Additional Information. You may type information here that is not noted in the Observation Checklist.

CAUTION: Be very clear, concise and professional with your comments if you choose to use this box.

Before submitting a referral, you will need to add the student to the site. Click on  icon and your screen will look like this.



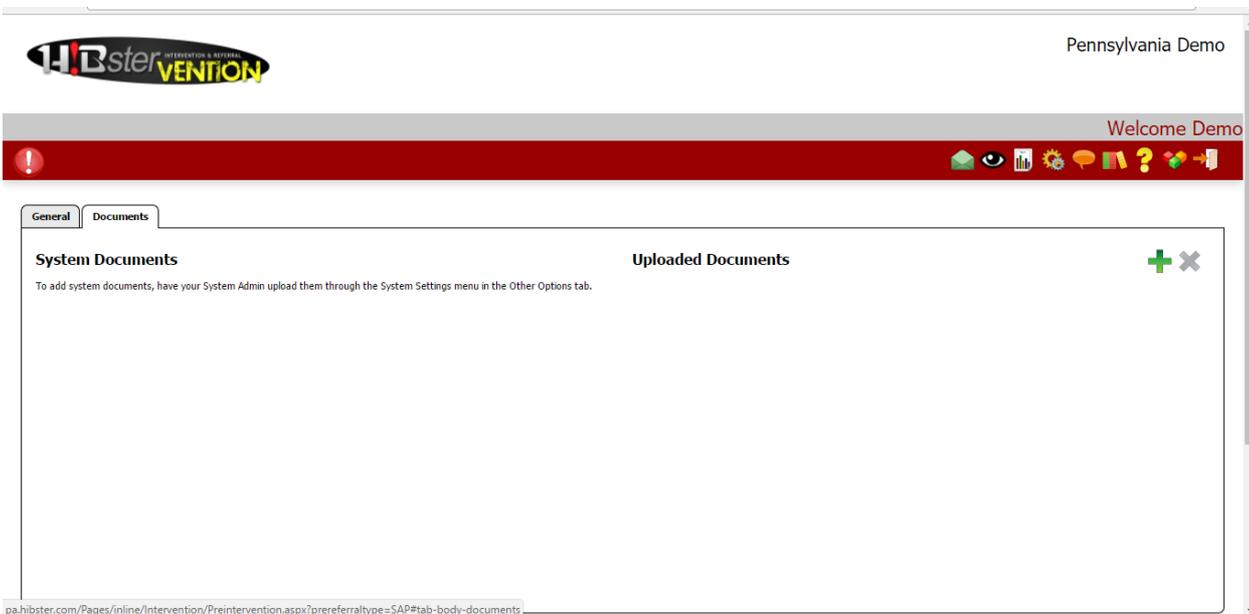
You can enter a student's name two ways. The easiest way is to hit the "Search" button and a list of students will be displayed. Simply click on the student you want referred and it will fill in the Student Name blanks. Or you can enter manually a student's name by hitting the  icon. Your screen will look like this.



Simply, complete the information and hit the Save & Close tab. You will then be returned to the Referral page.

Complete the Observation Checklist by clicking the concerns related to the student. If you are completed with the referral, scroll to the bottom of the page and hit the Save and Continue button. If completed with the referral, you may hit the Submit Referral button. Your referral will automatically sent to the SAP District Coordinator.

NOTE: If you want to add more information such as pictures and text, you will need to click the Save and Continue tab then the Documents tab before submitting the referral. Your screen will look like this.



Documents Tab:



Once you are on the above screen, click on the  and the system will request you to upload the saved file from your computer. Once completed, you may hit the Save and Continue button or the Submit Referral button and all information will be forwarded to the District SAP coordinator.

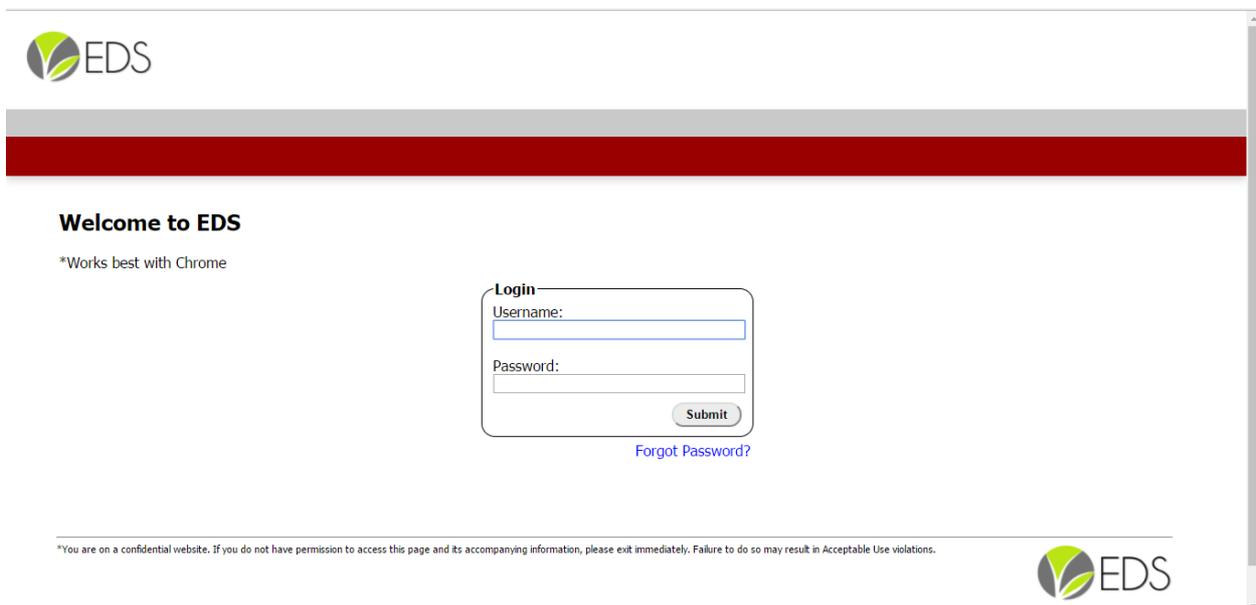
Conclusion:



The initial referral is completed. You can log out of the system by clicking this icon  located in the margin bar at the top of the screen.

SAP COORDINATOR LOGIN INFORMATION

Logging in to the system. Go to pa.hibster.com and you will see this screen.



To login:

1. Enter a username and the corresponding password in the text boxes located in the center of the screen.
2. Click the **Submit** button.
3. If the username and password were correct, users will be directed to the Modules page.
4. **If this is your first time logging in, the user will be directed to a page where you will need to accept the user license agreement. The user will then be required to change their password to a password of their choice.**

Select Your Module



The leading proactive software for managing incidents of harassment, intimidation, bullying, violations, violence, vandalism, and substance abuse.

- Collect, organize, and modify HIB incident details
- Evaluate and verify incidents as HIB behavior
- Auto-generate reports required by your state
- Auto-populate state required documents and letters to parents
- Manage and monitor tasks required by law
- Backup all incident data on secured servers
- Centralize and automate your reporting process
- Define, analyze, and identify behavioral trends
- Avoid violations and insurance claims
- Seamlessly integrate HIBster with other SIS Systems



The first complete tool for managing intervention and referral services (I&RS) from beginning to end.

- Centralize and simplify your I&RS process
- Collect, evaluate, and verify intervention referrals
- Create and generate action plans
- Rate the effectiveness of intervention and pre-intervention practices
- Share and rate best practices with staff
- Request and receive observations from staff electronically
- Generate reports and letters with just a few clicks



Specifically designed to expedite the Student Assistance Program process in Pennsylvania schools, aSAP is a complete software package that allows district coordinators to efficiently handle the work from initial referral to final state reporting. Some of the highlights included the following:

- * Completely electronic – no more paperwork
- * Ability to request/collect observations
- * Able to compile staff observations
- * Can develop SAP team recommendations
- * Ability to assign staff to the SAP process
- * Coordinate with SAP team members through case notes
- * Final submission through PDE Form 4092 to the state



HIBster Professional Development provides a vast array of professional development topics that satisfy certain requirements set forth by the Department of Education. HIBster PD is designed to be highly efficient and effective. Each professional development topic is broken into smaller video and/or slideshow sessions that can be completed over multiple sessions. This provides flexibility and ease of use. Each topic includes an end-of-training assessment. The system automatically provides the user with a certificate if the end-of-training assessment is completed successfully.



Team HIBster provides student, staff, and parent trainings and programs for all areas of education. All trainings, programs, and presentations can be modified to meet your unique needs. Custom trainings, programs and presentations are also available by request. All trainings, programs and presentations can be scheduled with an accompanying staff, student or parent version in support of NJ HIB-ITP.

Select Your Module

Click on the aSAP! logo on the left side of the screen and you will be directed to the SAP coordinator page.

The screenshot shows the HIBster software interface. At the top right, it says "Pennsylvania Demo". Below the logo, there is a red bar with "Welcome Demo" and a series of icons. The main content area is divided into two sections:

- SAP Teacher Referral Menu:** Contains two buttons: "CREATE SAP REFERRAL" and "EXISTING TEACHER REFERRAL". Below the first button is the text "Step 1: Select to submit a Teacher Referral to the SAP team." Below the second button is "Step 2: Select to view existing SAP Teacher Referrals."
- SAP Plans:** Contains the aSAP! logo and the text "Use aSap! to continue through SAP plans."

As you can see, there is a Menu Bar in the red box. Let's go over each icon and its contents.



When clicked, this icon will let you know of any system information including bug fixes and upcoming deployments.



This is a system message for changes or creations of a SAP plan.



This icon is our Additional Documents icon. We will store (or you can store) samples of parent permission forms, observation forms, etc.



This shows the observations that have been assigned to the current user.



This is the Reports icon. When opened, it allows the SAP coordinator to develop and submit required state reports. When the icon is clicked, this screen will appear on your desktop.

The screenshot shows a web application interface for 'HIBster VENTION'. A 'Reports' dialog box is open in the center, allowing a user to generate a report. The dialog has the following fields:

- Report/Graph Type:** End Of Year Report
- District Or School:** District
- School:** Demo High School
- Year:** All Years

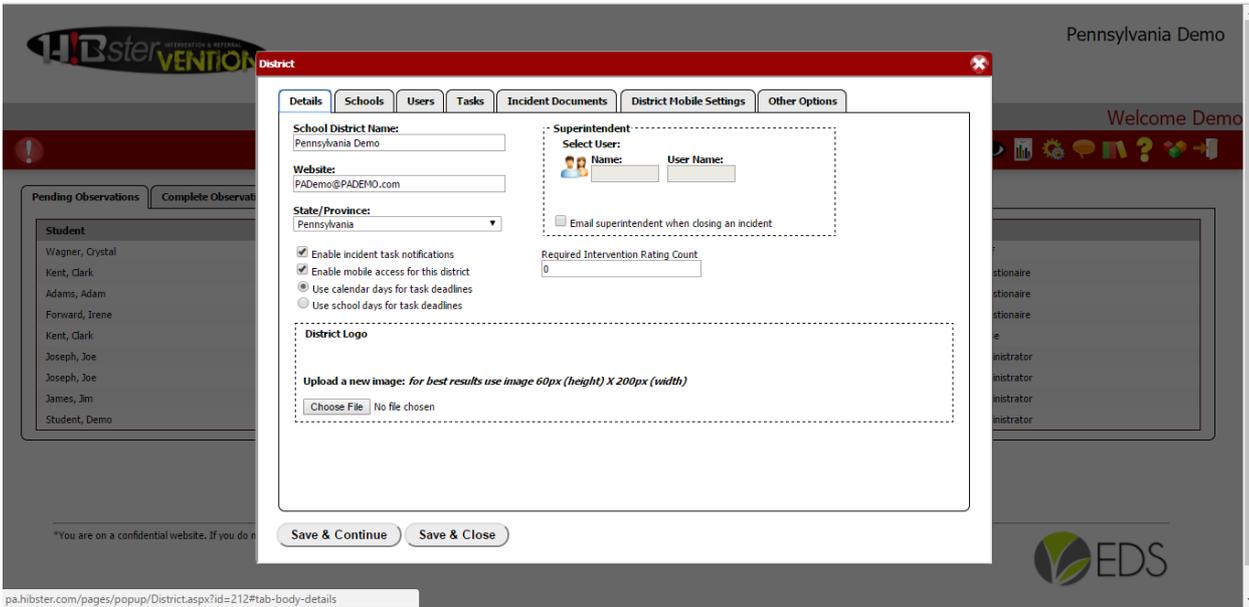
Below these fields is a disclaimer: "EDS and HIBster strive for complete accuracy in all reports. However, the end user is ultimately responsible for confirming the veracity of all reports before using them in any official capacity." A "Run Report" button is located at the bottom right of the dialog.

The background dashboard includes a table of observations with columns for 'Student' and 'Tracking Number', and a list of user types on the right side.

Just use the drop down menu and select the type of report, district or school and the type of report needed. Then click on the Run Report button and an excel document will be downloaded. For this system, the system will run Form 4092 which is required yearly by the DOE.



This is an important icon called the Settings icon. As the district SAP coordinator, this contains information that helps you set up the system and allows different users to see referrals. By clicking on the icon, you will see this screen.



Please don't hesitate to contact our Support Desk for setting up your school(s) and/or user(s) or for additional information on the tabs in this section.



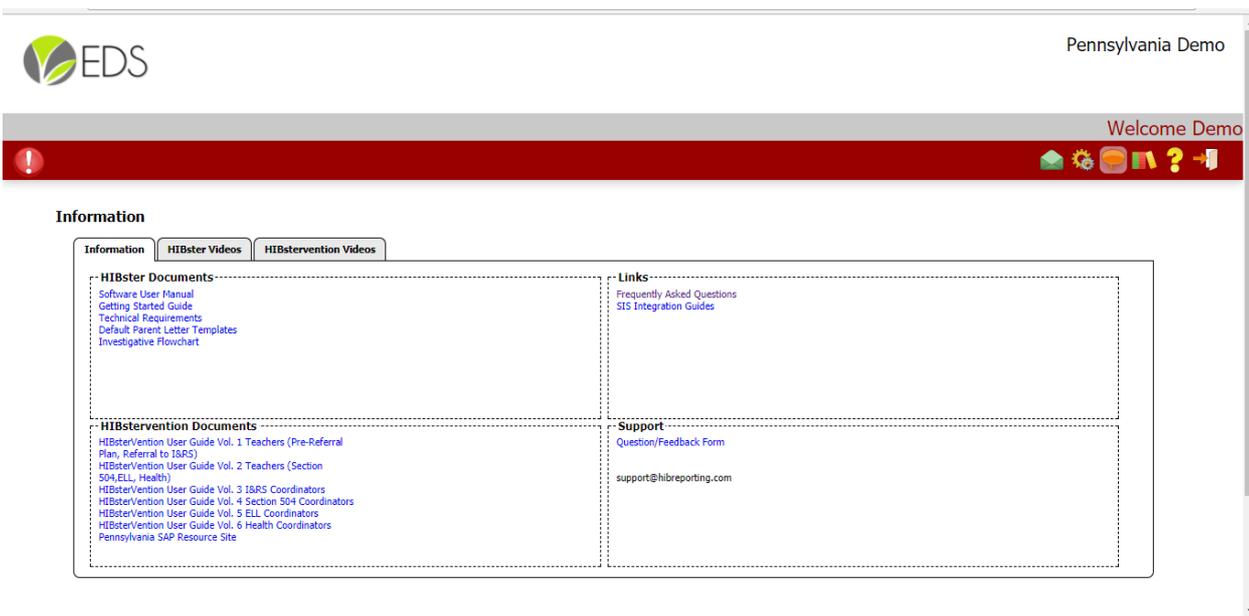
This is our Feedback icon. If you click on it, you can provide us about bugs or suggestions for improving our program.



Clicking on this Resource icon will take you to websites that contain information from PDE and other state agencies.



If you need to review manuals or watch instructional videos for help, clicking on our Help icon will take you to this page. We hope to have instructional videos on this page by the fall of 2017.





This is Logout icon. Clicking on this will allow you to leave the program. (Please make sure you hit save and close/continue before you logout.)

Now, let's return to the SAP coordinator homepage.....remember, this is what it looks like:

The screenshot shows a web application interface. At the top left is the logo for 'H.B. Star VENTION' with the tagline 'INTERVENTION & REFERRAL'. To the right of the logo, it says 'Pennsylvania Demo'. Below this is a dark red horizontal bar containing the text 'Welcome Demo' and a series of small, colorful icons including a mail envelope, an eye, a bar chart, a gear, a speech bubble, a question mark, a house, and a mobile phone. The main content area is white and contains two primary sections. The first section is titled 'SAP Teacher Referral Menu' and contains two buttons: 'CREATE SAP REFERRAL' and 'EXISTING TEACHER REFERRAL'. To the right of these buttons are two lines of text: 'Step 1: Select to submit a Teacher Referral to the SAP team.' and 'Step 2: Select to view existing SAP Teacher Referrals.' The second section is titled 'SAP Plans' and features the 'aSAP!' logo, which consists of the letters 'aSAP!' in a stylized font with a blue and red swoosh underneath, and the text 'a Student Assistance Program' below it. To the right of the logo is the text 'Use aSAP! to continue through SAP plans.'

You can see there are two sections: SAP Teacher Referral Menu and SAP Plans. Let's go over both of these.

SAP Teacher Referral Menu

In this section, there are two tabs. As the SAP coordinator, you can create your own referral by clicking the CREATE SAP REFERRAL. Opening this tab will bring you to this page.

Welcome Demo

General Documents

Student: Student Name: Student Id: School: Additional Information:

Observation Checklist:
Please complete or check the appropriate responses regarding the above named student.

Academic Performance:

Decrease in class participation Attention span/easily distracted Drop in grades Poor short-term/ Short memory

Does not complete assignments

Class Attendance:

You will create the referral in the same manner as any other staff member. To save the referral, just remember to hit the Save and Continue or Save and Close tabs at the bottom of the screen.

The other tab in this section is the EXISTING TEACHER REFERRAL tab. Clicking on and opening this tab will allow you to see the student referrals you created and saved. If you enter this page, you can click on any student and retrieve, add or delete information.

Now let's go to the main section for the SAP Coordinator – SAP PLANS.

To login:

5. Enter a username and the corresponding password in the text boxes located in the center of the screen.
6. Click the **Submit** button.
7. If the username and password were correct, users will be directed to the Modules page.
8. If this is your first time logging in, the user will be directed to a page where you will need to accept the user license agreement. The user will then be required to change their password to a password of their choice.

SAP PLANS

Simply, click on the aSAP! icon.

You will be taken to this page.

The screenshot shows the aSAP Pennsylvania Demo interface. At the top left is the aSAP logo, and at the top right is the text "Pennsylvania Demo". Below this is a red navigation bar with "Welcome Demo" and several icons. The main content area is titled "SAP" and features a tabbed interface with tabs for "My SAPs", "Recent", "Received", "Approved", "Rejected", and "Closed". The "My SAPs" tab is active, displaying a table of SAP referrals. The table has columns for Student, TrackingNumber, Assignee, Created Date, School, Type, and Status. The data in the table is as follows:

Student	TrackingNumber	Assignee	Created Date	School	Type	Status
James, Jim	108_DHS_06292017	DemoSAPAdmin	6/29/2017 9:08 AM	Demo High School	SAP	Referred
James, Jim	106_DHS_06282017	DemoSAPAdmin	6/28/2017 3:08 PM	Demo High School	SAP	Referred
Lane, Lois	93_DHS_06222017	DemoSAPAdmin	6/22/2017 9:20 AM	Demo High School	SAP	Referred
Forward, Irene	91_DHS_06212017	DemoSAPAdmin	6/21/2017 12:49 PM	Demo High School	SAP	Referred
Window, Aclean	90_DHS_06152017	DemoSAPAdmin	6/15/2017 2:38 PM	Demo High School	SAP	Referred
Lane, Lois	89_DHS_06092017	DemoSAPAdmin	6/9/2017 10:35 AM	Demo High School	SAP	Referred
Wagner, Crystal	88_DHS_06082017	DemoSAPAdmin	6/8/2017 9:59 AM	Demo High School	SAP	Referred
Joseph, Joe	87_DHS_06072017	DemoSAPAdmin	6/7/2017 9:19 AM	Demo High School	SAP	Referred
Forward, Irene	86_DHS_06022017	DemoSAPAdmin	6/2/2017 10:51 AM	Demo High School	SAP	Referred
Lane, Lois	85_DHS_05262017	DemoSAPAdmin	5/26/2017 11:02 AM	Demo High School	SAP	Referred

As you can see, there are six tabs. There are also 3 icons located under the menu bar. Clicking on this one  will allow you to see a historical account of the records of SAP referrals. Clicking on this one  will let you conduct a search for a particular student referral. The last icon  permits you to create a new student referral.

You can open and close any tab and see the student information including the status of each.

However, let's open a particular referral and walk through the SAP coordinator's steps. From the screen above, we are going to click on the first student. When you open this referral, you will see this page

The screenshot shows the aSAP Pennsylvania Demo interface with the details of a specific SAP referral. The interface has a red navigation bar with "Welcome Demo" and several icons. Below this is a tabbed interface with tabs for "General", "Student Information", "Initial Referral", "Coordinator Tasks", "Observations", "Add Staff to SAP Plan", "SAP Team Recommendation", "Quick Check", "Documents", "SAP Team Notes", "PDE 4092", and "Audit". The "General" tab is active, displaying the following information:

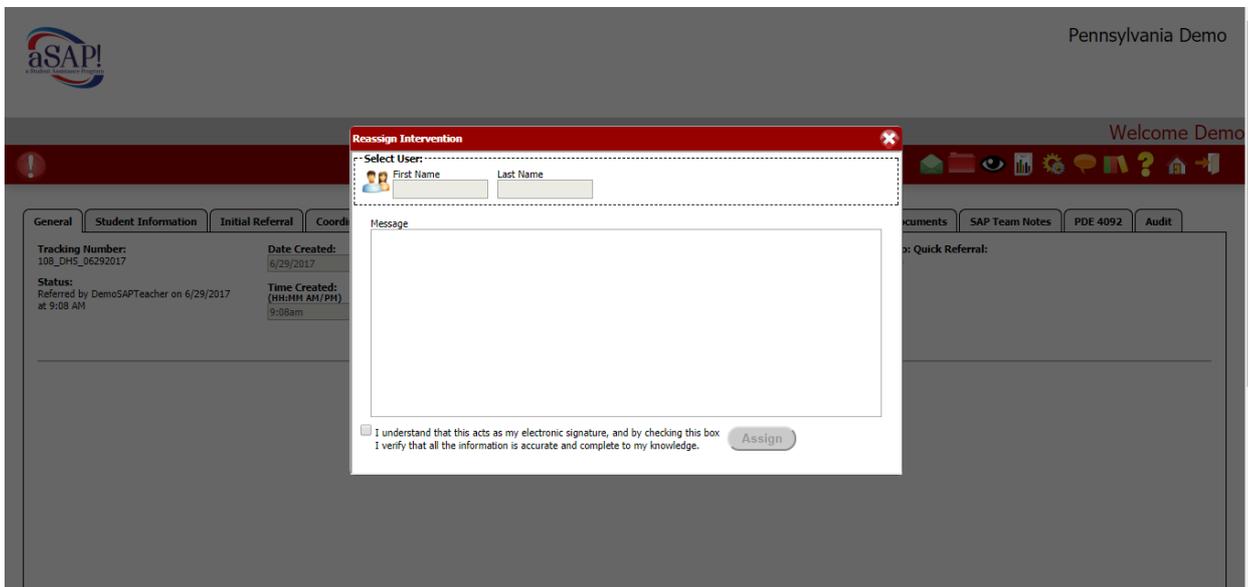
Tracking Number: 108_DHS_06292017
Date Created: 6/29/2017
School: Demo High School
GPA: 0.00
Assigned To: Quick Referral: Demo Admin

Status: Referred by DemoSAPTeacher on 6/29/2017 at 9:08 AM
Time Created: (HH:MM AM/PM): 9:08am
Created By: Teacher, Demo
Days Missed This Year: 0.0
Phone Number:

As you can see, there are a number of tabs across the page. Let's review each of them.

General TAB

This page provides basic background information on the student. The information is retrieved from your SIS. If help or an intervention is imminent, you may click on the Quick Referral icon noted as Assigned To: Quick Referral. This allows for a referral to be handled immediately and by a specific SAP team member. Clicking on this will bring up this page:



You may conduct a search for a staff member and add the pertinent information as to why this staff member needs to handle the referral immediately. Once you are completed with your message, be sure to click the box at the bottom and then hit the ASSIGN tab. That staff member will then receive notification.

STUDENT INFORMATION TAB

Clicking on this tab takes you to this page:

General Student Information Initial Referral Coordinator Tasks Observations Add Staff to SAP Plan SAP Team Recommendation Quick Check Documents SAP Team Notes PDE 4092 Audit

General

Student Id
Gender
First Name
Last Name
Grade

Gender
Age
Ethnicity

Address

Street 1
Street 2
City
State
Zip

Contact Information

Email Address
Home Phone Number
Work Phone Number
Mobile Phone Number

Previous Teacher Referrals

Tracking Number	Student	Created By	Created Date	Status
72_DHS_06292017	Jim James	Demo Teacher	6/29/2017	Referred
71_DHS_06282017	Jim James	Demo Teacher	6/28/2017	Referred
34_DHS_04052017	Jim James	Demo Teacher	4/5/2017	Referred
19_DHS_03292017	Jim James	Demo Teacher	3/29/2017	Referred

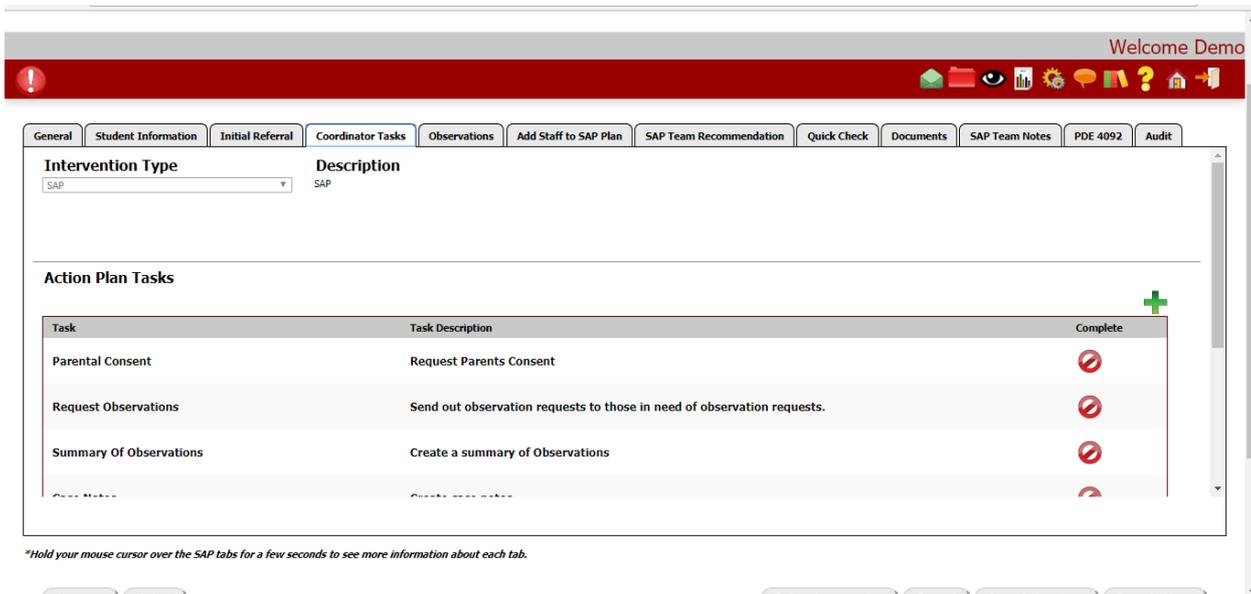
This page provides all of the background information including the address and parent/guardian contact information. At the bottom of the screen, you can see any previous teacher referrals that were provided. You do have the option on clicking on any of the previous referrals for additional insight on the student.

INITIAL REFERRAL

Opening this tab takes you to the original referral.

COORDINATOR TASKS

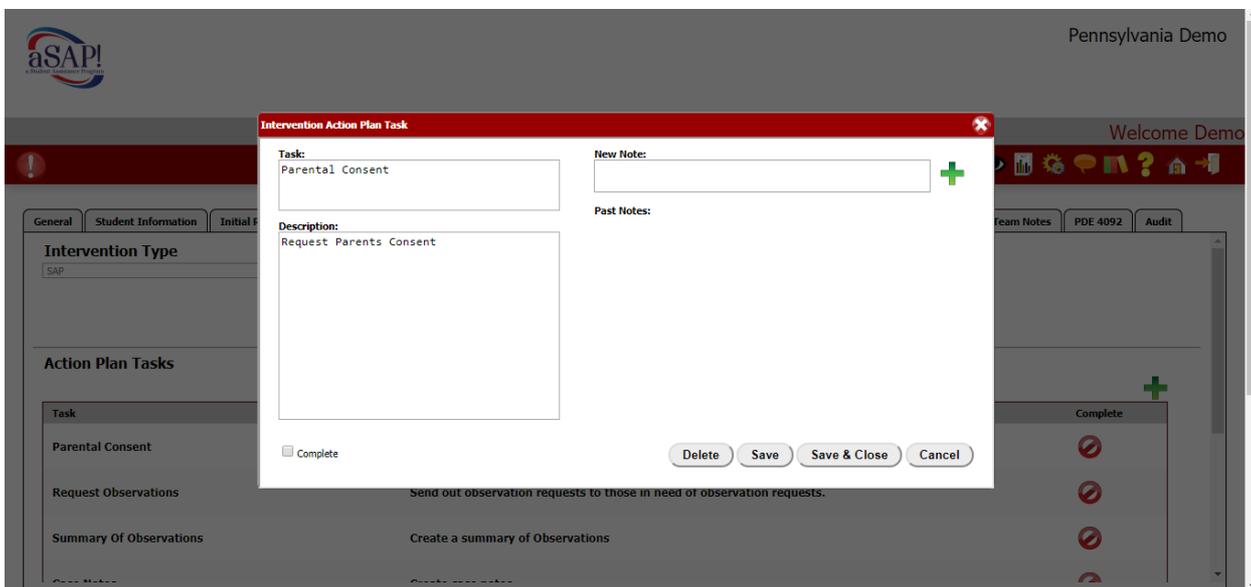
Perhaps the most important tab for the SAP coordinator, when opened it provides a suggested “to do” list for the coordinator. Depending on your school’s practices, procedures and policies and the urgency of the referral, the SAP can complete all of the tasks or pick and choose which is appropriate to complete. When completed, the SAP coordinator has the ability to share what steps were taken with each referral. The page looks like this:



Let's review each of them.

Parental Consent

In Pennsylvania, parent/guardian permission is required for a student to be part of the SAP process. This area allows the SAP coordinator to make note and keep record of when the parent permission form was emailed and/or mailed to the parent guardian. The page looks like this:



The SAP coordinator can type in notes under the "New Note" section and review past notes if applicable. When completed adding notes, be sure to click on the green plus sign in the box. Also, check the Complete box in the lower left of the box. You may then hit Save or Save and Close if you want to continue through the steps.

NOTE: For each coordinator step, when completed, you will need to click on the green plus sign and check the Complete box. If you do not, it will not be noted as complete on the Coordinator's Task page. When you complete this, a green check mark will appear beside the task.

Request Observations

Clicking on this task allows you to send out observation requests to different staff members (nurse, counselor, etc) and also the parent/guardian. It does not send the observation; it only marks information on when and who the observation(s) were sent to. Complete the box by inputting the information and then clicking the green plus sign and checking the Complete box.

Summary of Observations

If numerous observation requests were sent out, this box allows that information to be noted. Handle it as you did the other boxes. We will get to the area on actually sending out the Observation Requests shortly.

Case Notes

This area allows for the SAP coordinator to indicate if additional information was received from a school social worker, case worker or other school official or school affiliated individual.

Report/Review Data

Depending on the depth of the referral, it may be necessary to continually update information on a referral. This allows that information to be stored here.

Recommendations

If the SAP coordinator and/or team made a recommendation for a referral, that material can be noted in this section.

Confidentiality Releases

If the parent/guardian allows for the release of pertinent student data to the SAP team or outside agency, that information can be noted in this section.

Case Details

This is another box to use if additional information is received perhaps throughout the school year.

Input Student Information into Form 4092

As you know, each SAP referral, if allowed by the parent/guardian, must be noted on PDE Form 4092. This box indicates when information was added to the form for each case.

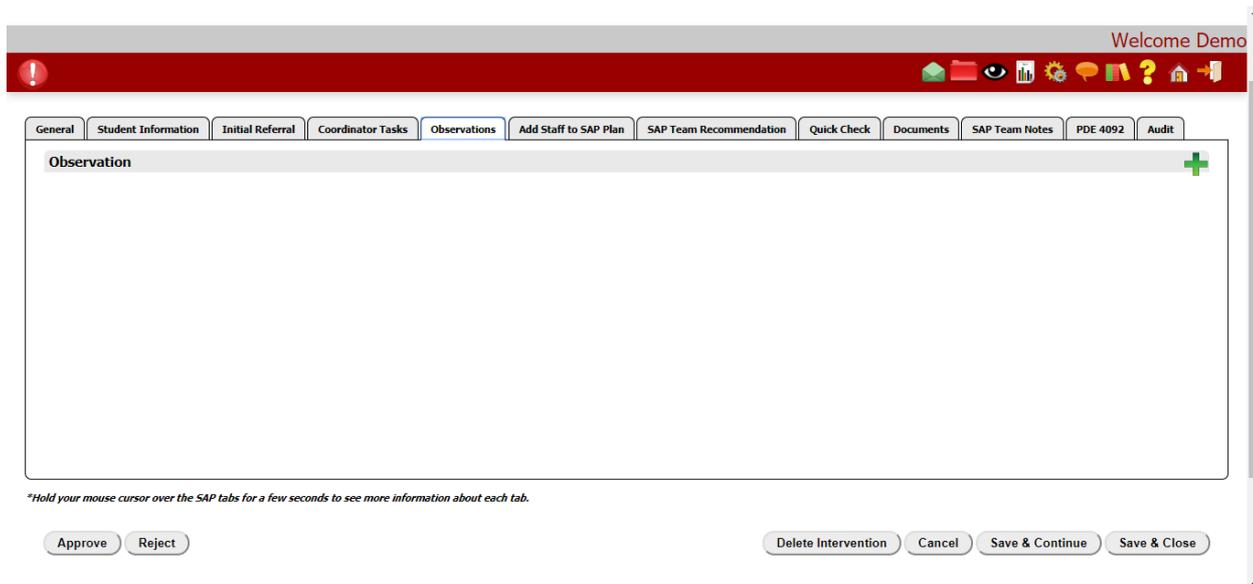
NOTE: We understand that each referral may be different in interventions and duration. We highly recommend completing, or at least beginning, Form 4092 when a referral is made. You can easily start compiling the information rather than waiting to the end of the school year.

When completed with this task, be sure to scroll down and hit the Save and Continue or Save and Close button.

Now, let's move on to the other Menu Bar Items

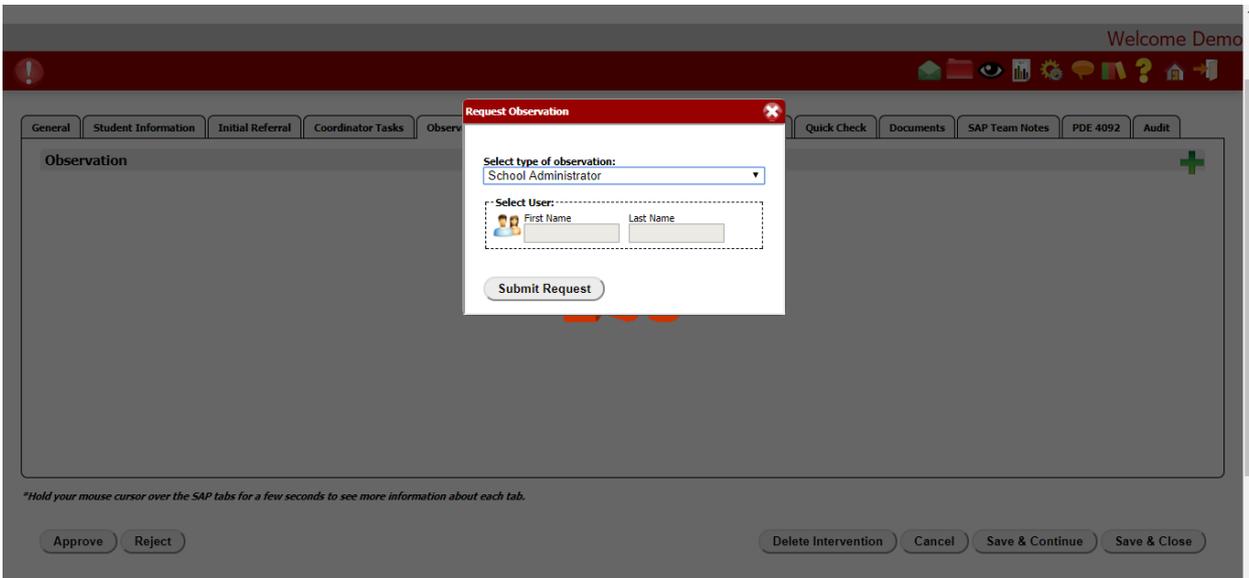
OBSERVATIONS

The aSAP! allows the SAP coordinator or assigned staff to electronically send out Observation forms to certain staff members and or parents/guardians. When you open this tab, this page will appear:

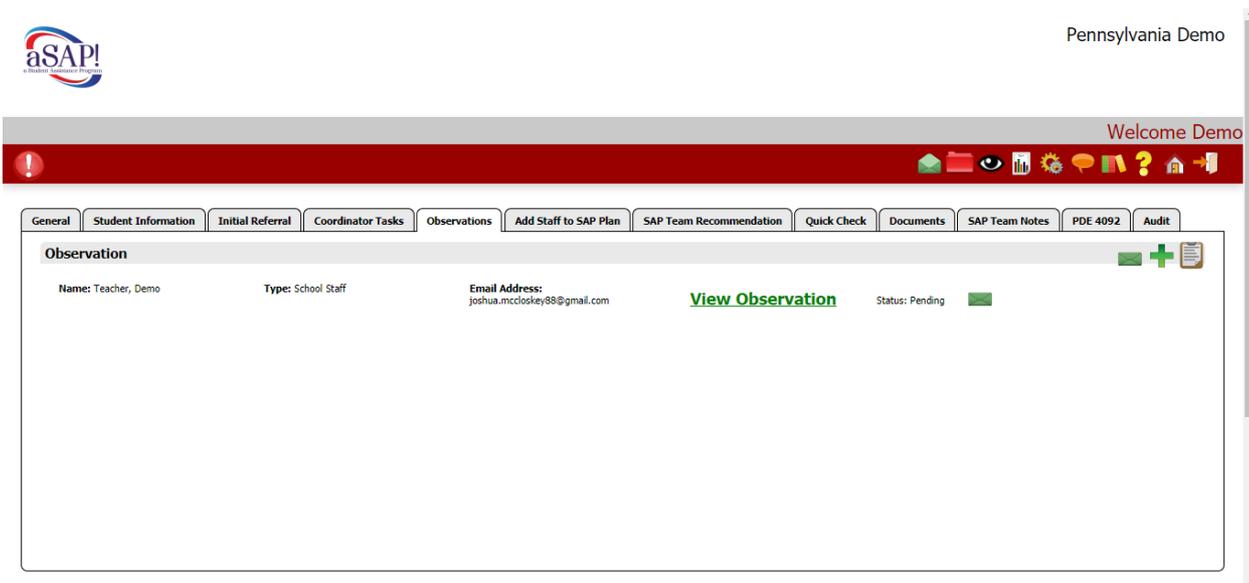


The screenshot shows the aSAP! web application interface. At the top, there is a red header bar with a warning icon on the left and a "Welcome Demo" message on the right. Below the header is a navigation menu with tabs for: General, Student Information, Initial Referral, Coordinator Tasks, Observations (which is currently selected), Add Staff to SAP Plan, SAP Team Recommendation, Quick Check, Documents, SAP Team Notes, PDE 4092, and Audit. The main content area is titled "Observation" and contains a large empty text box with a green plus icon in the top right corner. Below the text box, there is a small note: "*Hold your mouse cursor over the SAP tabs for a few seconds to see more information about each tab." At the bottom of the interface, there are four buttons: "Approve", "Reject", "Delete Intervention", and "Cancel", "Save & Continue", and "Save & Close".

To send out an observation request, click on the  icon. This page will now appear and let you choose what school staff or parent/guardian is to receive the request.



Each observation form is different for different school personnel. Once the staff member or parent/guardian is selected, click on the “Two People” icon and a list of staff members will appear. Click on the staff you want to receive the observation then hit the Submit Request tab. Your screen will then look like this:



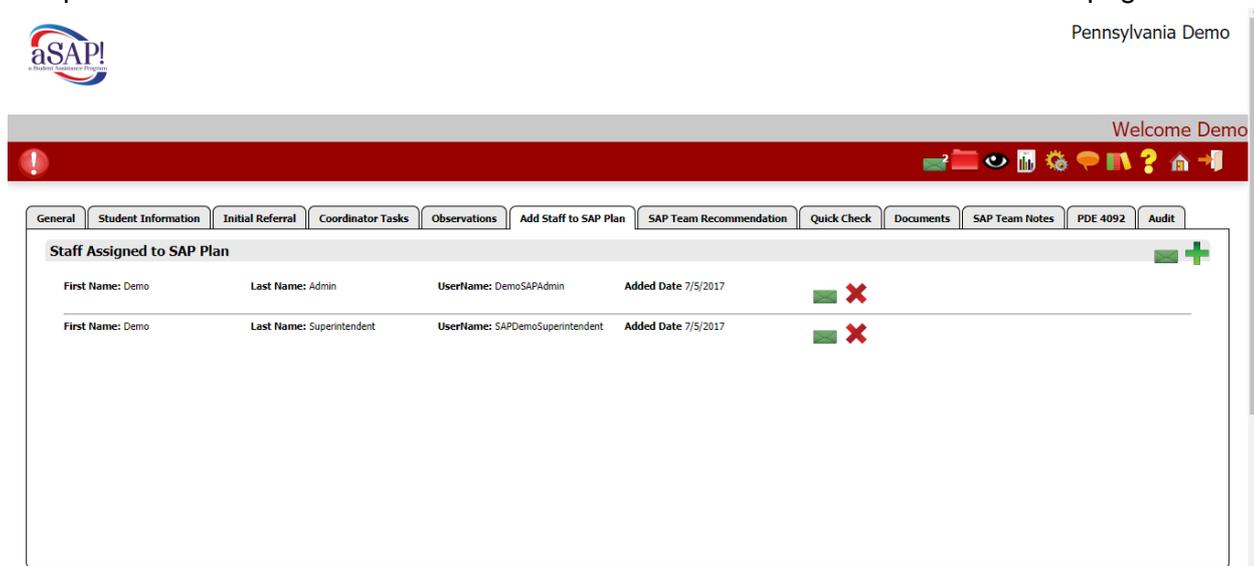
The staff member or parent/guardian will receive an email with an observation to complete.

If multiple staff members receive the same observation form, the system can compile the information so the SAP team does not have to go through each individually. Clicking on the  will allow the observation responses to be compiled neatly. Once you click on it, simply go through the steps.

You can also send out multiple emails by loading up the staff on the page and hitting this icon . The system will send them all at once.

ADD STAFF TO PLAN

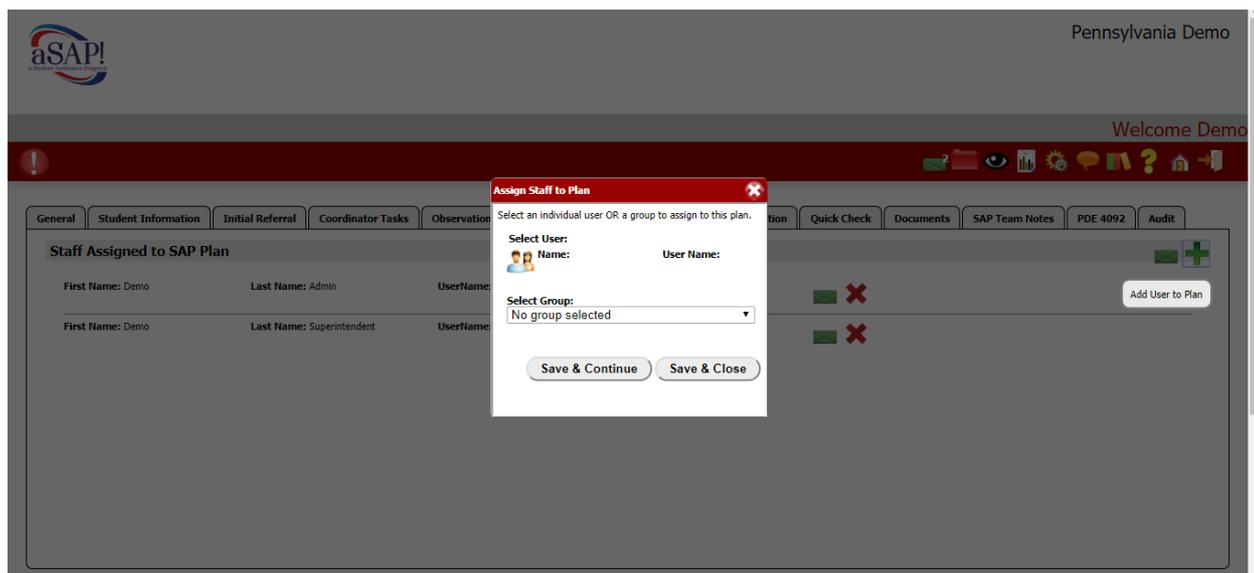
If the SAP coordinator or SAP Team would like to add staff to a particular referral, you can use this tab to complete the task. Click on the tab and this page will appear.



Staff Assigned to SAP Plan

First Name	Last Name	UserName	Added Date	
Demo	Admin	DemoSAPAdmin	7/5/2017	 
Demo	Superintendent	SAPDemoSuperintendent	7/5/2017	 

If you want to add more staff to the plan, click on the green plus icon in the upper right. If you do, your page will look like this:



Assign Staff to Plan

Select an individual user OR a group to assign to this plan.

Select User:  Name: _____ User Name: _____

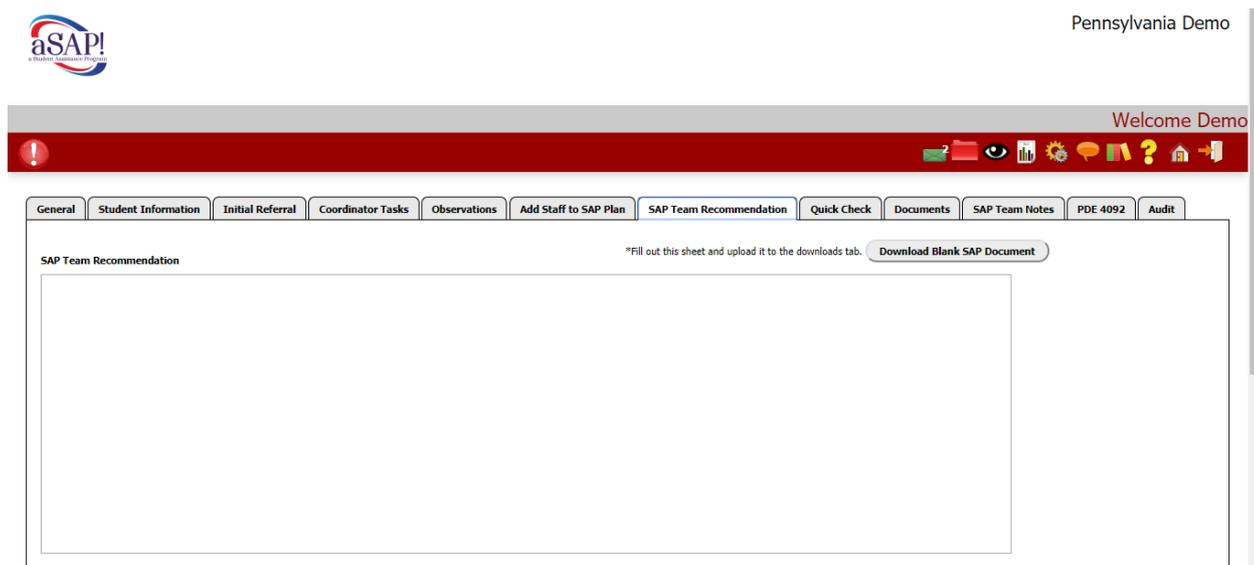
Select Group:

Now you can select a user by clicking on the two person icon or add a group by scrolling down under the Select Group area on the page.

REMEMBER: You should always periodically hit the Save and Continue or Save and Close tabs to insure your work is saved!

SAP TEAM RECOMMENDATION

For record keeping purposes and creating a plan, this page allows the SAP coordinator to complete both. The page looks like this and the SAP coordinator can type in a narrative and hit the Save and Continue and/or Save and Close button at the bottom. If the team creates a specific intervention, you may open the Download Blank SAP Document tab.



Opening that tab, will provide you with a customized word document that can provided any staff members with interventions the SAP team is recommending. Additionally, anything you type in the SAP Team Recommendation box will appear on the form as well. You may use the form that comes with the system or upload your own blank SAP document. Ours looks like this:

SAP Team Recommendations

Pennsylvania Demo

Student: James, Jim	Grade:	In Attendance:
Meeting Date:	Follow-up Meeting Date:	Distributed To:

Goal

Intervention (Measurable strategies)	Person Responsible	Outcomes

--	--	--

Additional Information:

List student's strengths and/or assets (e.g., leadership, artistic talent, technical Skills):

Identify the priority area of concern (Academic, Behavior, Health, and Attendance):

Brainstorm possible interventions:

Choose appropriate strategies identified from above to incorporate into the Action Plan:

NOTE: You may customize your own plan or open up the red folder icon in the top menu bar to find samples of other plans.

QUICK CHECK TAB

As you know, some student referrals are short or long in duration depending on the specific student case. Opening this tab allows for you to update the student's grades, behavior and attendance records. The page will look like this; mark in the appropriate material by scrolling down through each part of the page.

The screenshot displays the aSAP! Pennsylvania Demo software interface. At the top left is the aSAP! logo, and at the top right is the text "Pennsylvania Demo". Below this is a red navigation bar with a "Welcome Demo" message and several icons. A horizontal menu contains tabs for "General", "Student Information", "Initial Referral", "Coordinator Tasks", "Observations", "Add Staff to SAP Plan", "SAP Team Recommendation", "Quick Check", "Documents", "SAP Team Notes", "PDE 4092", and "Audit". The "Quick Check" tab is selected and active. The main content area is titled "Since Referred" and contains several form fields: a "Suspended" checkbox, a "Suspension Type" dropdown menu, a "Violated Drug/Alcohol Policy" checkbox, an "Attendance" dropdown menu, a "Grades" dropdown menu, and a "Behavior" dropdown menu.

DOCUMENTS

By clicking on the Documents tab, you will be taken to this page:

The screenshot shows the aSAP! Pennsylvania Demo interface. At the top right, it says "Pennsylvania Demo". Below the header, there is a "Welcome Demo" message. A navigation bar contains several tabs: General, Student Information, Initial Referral, Coordinator Tasks, Observations, Add Staff to SAP Plan, SAP Team Recommendation, Quick Check, Documents (selected), SAP Team Notes, PDE 4092, and Audit. The main content area is titled "System Documents" and "Uploaded Documents". Under "System Documents", there are two entries: "SAP Parent Permission Form.docx" and "PDE 4092.docx", each with a "Last Generated Date: Last Generated By:" field. A green plus sign icon is visible in the top right corner of the document list area.

Here is where you will find stored documents including a sample parent permission form and Form 4092. You can add your own documents as well by clicking on the green plus sign icon and uploading your forms to the system. Any document can be uploaded from observation forms, parent letters, internal SAP letters, etc.

If you want to send out the SAP Parent Permission Form, click on the green email box. The page will look like this:

The screenshot shows the aSAP! Pennsylvania Demo interface with the "E-Mail Intervention Document" dialog box open. The dialog box has a title bar "E-Mail Intervention Document" and a close button. It contains the following fields and text:

- Enter your e-mail address (sender):** joshua.mcloskey88@gmail.com
- Enter e-mail address (send to):** (empty field)
- Optional Message:** Attached is a document for SAP Plan 108_DHS_06292017 sent to you from Demo Admin.
- Send** button

The background shows the same "System Documents" page as in the previous screenshot, but it is dimmed.

Input the email addresses and hit the Send tab and the letter will be sent to the parent/guardian.

SAP TEAM NOTES

Again, some student SAP cases can be quite in depth. This page allows for additional information to be inputted and stored. The SAP coordinator and/or the SAP Team can provide additional information in the Additional Information box or under the Case Notes section. If you are adding information under the Case Notes section, you will have to hit the green plus sign icon to allow you to type in the information.

Then, if necessary, you can download and print the document as well.

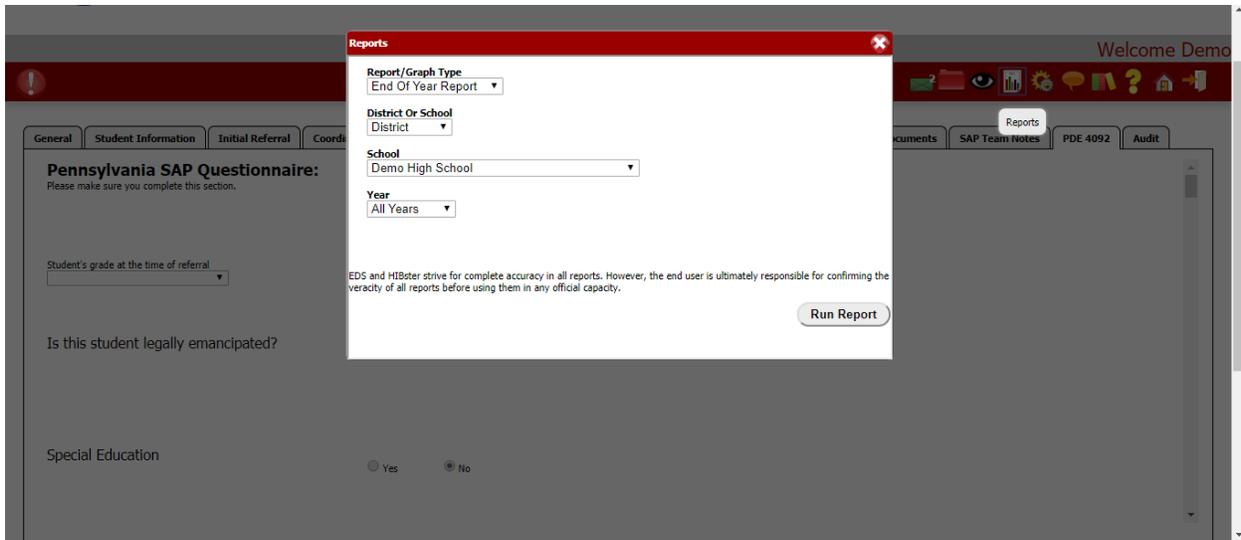
Again, remember, as you move through the Coordinator tabs, you should be using the Save and Continue and Save and Close tabs frequently.

PDE FORM 4092

As required each year by the state, this tab allows for you to input information for each case in an Excel spreadsheet. Clicking on this tab will open Form 4092 for each case. It is built as a “bubble” to be checked for each statement. Click on each statement and hit Save and Continue or Save and Close at the bottom.

When you save the document, the system will save the information in an Excel spreadsheet. When you have all the cases entered, you can upload the document to the state or we can handle it for you.

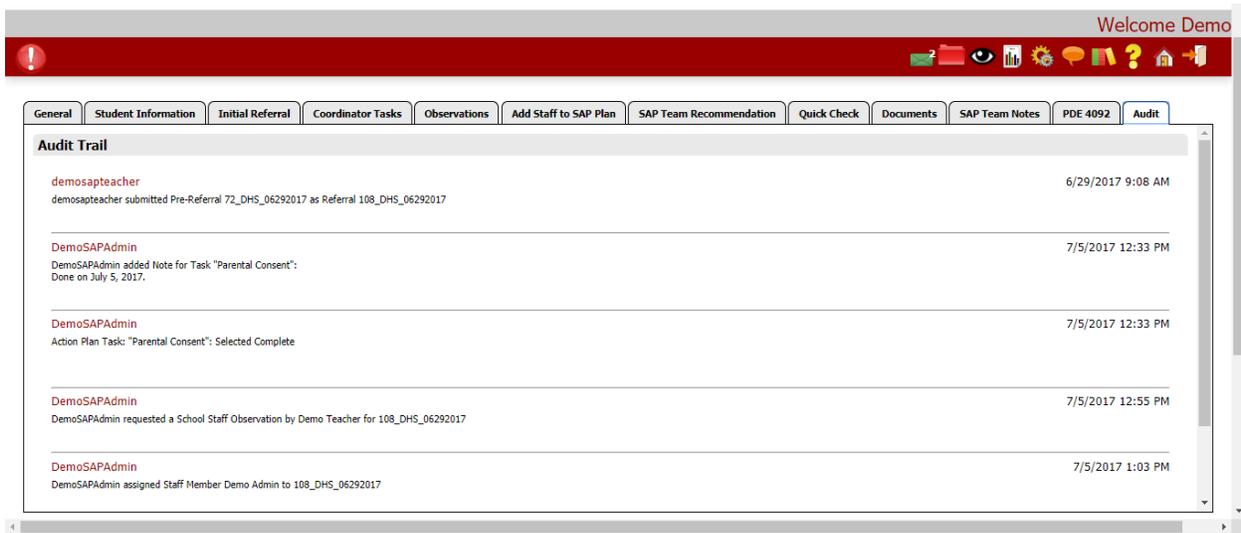
When you are ready to send to the state, click on the  (reports) icon at the top of the page. Your page will look like this:



Scroll through each box and complete for the respective year. Hitting the Run Report tab will have the completed Form 4092 Excel spreadsheet downloaded to your computer.

AUDIT

The aSAP! system allows for a complete historical log of everything that was completed for each student referral. This is a nice feature to use because it tracks all steps by “time and date stamping” each action on each case. Opening this tab will show exactly what and when each step was done. Here is a sample of it:



Conclusion

That's it! You made it through the manual! However, if you should have any additional questions, please don't hesitate to contact our support staff via telephone or email. Here is the contact information for our support team:

Telephone: 866-315-2306

Email: support@hibreporting.com.

