

## Advent Group Ministries (AGM) STEP UP! Referral Procedure - School Site

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- 1) **The School referrer** sends the following documents: 1) Referral Form; 2) Student's Face sheet; 3) Class schedule via either the following:
  - a. Via the Secured-Email Portal (**TigerConnect**); *1st time users, please email [CTEMPLE@adventgm.org](mailto:CTEMPLE@adventgm.org) (without any student information) to request an invitation.*
  - b. Fax: Advent Group Ministries – Outpatient, FAX# 408-281-2658
- 2) **AGM** will confirm with the **School referrer** upon receiving all the documents.
- 3) **AGM** (within 48 business hours) will contact the student and guardian to gather additional information and coordinate a meeting at the student's high school.
- 4) Face-to-face Screening meeting\*. Purpose of meeting is to assess the student's level of drug use and appropriateness for treatment and determining their willingness to participate. Participation is defined as:
  - i. Regular and consistent attendance and engagement*\*The screening process may take 1 – 2 meetings to complete.*
- 5) Once the **student** agrees to participate within this framework of our program:
  - a. **AGM** will notify the **school referrer** of the outcome of the meeting
  - b. **AGM** will schedule a 60-90 minute intake with the **student**.
  - c. If student consents, we encourage parent or guardian to attend this meeting so that they can understand how the program works and encourage parents to participate (optional).
- 6) Typically, students will meet individually with **AGM** counselor for two additional sessions (these are lengthy assessments) before 1-on-1 counseling begins
- 7) Once enrolled in our program (Step Up!):
  - a. Individual counseling sessions will be provided 1-2x/ week, depending on the need of the student.
  - b. **AGM** will make attempts to schedule students during their Free-periods and consult with **the assigned school referrer** to identify the most appropriate time to do pull-outs/ afterschool meeting if free-periods are not available.

**Due to Federal Confidentiality Laws: Updates will be provided to school referrer/ counselor to the extent where student has provided written consent (Release of Information), and via secured method (Telephone, TigerConnect-secured web message portal)**