

Advent Group Ministries STEP UP! Referral Procedure FREMONT Site

- 1) **Advent** receives referral form + student's facesheet (Infinite Campus), class schedule and attendance records.
- 2) **Advent** will contact the Referrer (within 48 business hours of receiving the referral) to coordinate a face-to-face interview/screening with the student.
- 3) **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 individual/ group attendance
 - ii. Regular and consistent individual/ group engagement (interacting with others in group and journaling on our [7 Challenges](#) days)

**The screening process may take 1 – 2 meetings to complete.*

- 4) Once the student agrees to participate within this framework of our program:
 - a. Advent will notify the referrer of outcome of the meeting
 - b. Advent 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).
- 5) Typically, students will meet individually with counselor for two more sessions (these are lengthy assessments) before they begin attending group.
- 6) **Once enrolled in our program (Step Up!):**
 - a. Individual counseling sessions will be provided at student' school site (Cupertino/ Homestead) / FUHSD Office (589 W. Fremont)
 - b. Group sessions (if applicable) will be provided at FUHSD Office.

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