

	County of Sacramento Mental Health Division Adult Mental Health Services	Policy No.	03-01
		Issued Date	12-02-04
		Revision Date	05-01-07
AREA: Clinical & Psychosocial Rehabilitation Services	TITLE: SacPort Requirements		
Approved by:	Approved By:		
Larry Boone Program Coordinator	Sandy Damiano, PhD Chief		

I. POLICY

Sacramento Psychosocial Options for Rehabilitation Training (SacPort) is an evidence-based training program designed to improve community functioning of clients with a persistent mental illness. This policy outlines the responsibilities of agencies sponsoring and/or providing SacPort services. Service providers will operate classes and complete documentation in accordance with division requirements to insure fidelity to the model.

II. DEFINITION

A. Definitions

1. Advanced Implementers are individuals who have completed SacPort training.
2. A module is comprised of a series of classes that teach a skill area. Each skill area utilizes seven learning activities. Learning activities are the step-by-step means for achieving the goals of each skill area. A completed module shall include pre-tests for each participant, completed attendance sheets for each class conducted, post-tests and Satisfaction Survey for each participant completing the module. There are 9 modules.

III. PROCEDURES

A. Requirements

Providers sponsoring and/or providing SacPort services will:

1. Conduct at least two different modules per month.
2. Conduct at least two classes of each module per week.
3. Class size will fall between three and twelve participants.
4. Only trainers who have completed Advanced Implementers Training shall conduct SacPort modules.
5. Trainers must initiate a SacPort module within thirty days of completing the Advanced Implementer's training.

6. Trainers must participate in at least two SacPort related trainings a year.
7. Create and post materials (e.g. flyers, calendars) that promote SacPort classes.
8. While two advanced implementers are recommended to teach each class, class size, class composition, and module topic may influence the number of staff assigned. The number of staff teaching a class must be justified per identified standards established by Quality Management. For example, the number of facilitators cannot exceed the number of clients. If there is more than one facilitator, there has to be clinical justification for two facilitators.
9. Complete daily attendance forms for each SacPort class conducted. Ensure they are legible and complete. Submit monthly to the assigned program coordinator by the 10th day preceding each month.
10. Complete progress notes per identified standards established by Quality Management.
11. Participate in Research, Evaluation and Performance Outcome identified activities including completion of SacPort Pre/Post Tests and Satisfaction Surveys.
12. Participate in SacPort Fidelity measures, the Advanced Implementer Feedback, and the Support and Problem Identification Survey twice annually.
13. Provide snacks, food items, and beverages that foster inclusiveness. Participants will recommend items.
14. Conduct a Celebration of Success for participants completing a module.

B. Evaluation

1. Agencies will create and submit a monthly schedule including the date, time and location of each SacPort class. Based on the information, the designated Program Coordinator will determine policy compliance.
2. Quarterly results will be provided to each provider. Based on the quarterly results, each provider will identify performance improvement strategies in order to obtain the goal of 90% of SacPort modules completed per fidelity measures.

C. Experimental SacPort Sessions

1. Agencies may conduct a SacPort module for a specific duration that does not meet the minimum requirements in order to evaluate best practices that meet the specific needs of consumers and providers. All piloted SacPort modules will be implemented in addition to the two SacPort modules that meet minimum requirements. The results of piloted SacPort modules will be identified separately from SacPort modules meeting minimum requirements.

The provider administrator and/or designee will contact the SacPort Program Coordinator and will identify the:

- a. Variables to be evaluated
- b. Duration of data collection
- c. Evaluation period
- d. Threshold indicating success

- e. Documentation process for the pilot
2. The provider will submit the recommendations to the designated Program Coordinator for review, modification or approval.
3. Upon completion of piloting the SacPort Module, results will be shared with the agency and participants attending the SacPort Administration meeting. Consideration for inclusion in the SacPort requirements will be reviewed annually.

D. Modules

The current modules include:

1. Basic Conversation Skills
2. Community Re-Entry Program
3. Friendship & Intimacy
4. Medication Management
5. Recreation for Leisure
6. Substance Abuse Management
7. Symptom Management
8. Workplace Fundamentals
9. Involving Families in Mental Health

E. Responsibilities

1. The Advanced Implementer will:
 - a. Collect and review the SacPort Daily Attendance Forms for legibility and completeness.
2. The Provider's SacPort Liaison will:
 - a. Submit monthly SacPort Module forms that shall include completed pre-tests, attendance forms, post-tests and satisfaction surveys to the assigned Program Coordinator prior to the tenth day of each month, e.g. January SacPort Module forms are submitted by February 10th.
3. The designated Program Coordinator will:
 - a. Conduct periodic model fidelity surveys;
 - b. Train Advanced Implementers;
 - c. Provide consultation to Advanced Implementers and sponsoring agencies;
 - d. Schedule SacPort liaison and administer meetings; and
 - e. Organize and submit each agency's monthly SacPort Module forms to Research, Evaluation and Performance Outcomes.

Form Reference:

SacPort Attendance Form (Form AMH-011)

IV. REFERENCES	Related Policies & Procedures	State/Federal Codes/Other References
V. CONTACTS	Name	E-mail
	Larry Boone, Program Coordinator	boonel@saccounty.net
VI. SCOPE	<input checked="" type="checkbox"/> Mental Health Staff	<input checked="" type="checkbox"/> Adult Contract Providers
	<input type="checkbox"/> Mental Health Treatment Center	<input type="checkbox"/> Children's Contract Providers
	<input type="checkbox"/> Specific grant/specialty resource	