



# TRANSITIONING TO THE STUDENT SUPPORT AND PROGRESS TEAM (SSPT)

IMPLICATIONS FOR REFERRAL PROCESS, DATA COLLECTION, AND COORDINATION OF SERVICES

FREMONT HIGH SCHOOL  
LOS ANGELES UNIFIED SCHOOL DISTRICT

# How do we transition our COST process to SSPT?

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Start by addressing areas of weaknesses with our COST process.

Where can I get a referral?

Which referral form should I use? (i.e. Health, PSW, Wellness Ctr.)

Paper documentation (access and distribution)

Communication (Who's helping who?)

Coordinating our school's services

# Two sides to a coin

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Many services!!!! Many staff members!!! Great!

Many services!!! Many staff members!!! ?!?!?!?



The weaknesses we have identified impact our ability to be accountable and COORDINATED.

# Why COST form via Google form?

Facilitate **access** to the referral form

Efficiently **document** referrals

Immediately **communicate** to support staff when referrals are made

**Coordinate** services among school's support staff and with Wellness Center staff

# 1. Access

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The link to the COST form is accessible through...

- e-mail
- hyperlink within school's website
- there's an app for that

<https://goo.gl/forms/Y8hILA95iG1amtFr1>

# Confirmation Message

## Your School's COST-SSPT Referral Form

SAMPLE CONFIRMATION MESSAGE: Thank you for submitting your referral. A PDF copy of your referral has been e-mailed to you and the school's support staff. A case carrier will also be assigned to your referral. Please see the student's academic counselor, Psychiatric Social Worker, or School Psychologist for additional information.

[Submit another response](#)

This form was created using Google Forms. [Create your own](#)

Google Forms

## 2. Documentation

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### Google form automatically...

- timestamps referral (yes! time.)
- creates and adds new referrals to spreadsheet
- facilitates the analysis of data  
(e.g. frequency, type, trend of referrals, etc.)

# 3. Communication

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Google form automatically...

-distributes PDF of referral to person making referral and selected SSPT members



# 4. Coordination

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Google form automatically...

-coordinates your staff!!!

**FALSE**

# Coordination

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-The “Coordination” of services component of the **COST** process requires the ongoing communication and collaboration among team members.

-The SSPT may determine how this communication/collaboration will be carried out.

(e.g. Bi-weekly COST meetings with all SLC’s?, SLC specific COST meetings?, Weekly updates via electronic communication?, etc.)

# Whole child perspective

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Creating referrals through this process is not only efficient, but also emphasizes the “whole child” perspective.

Contrast to....

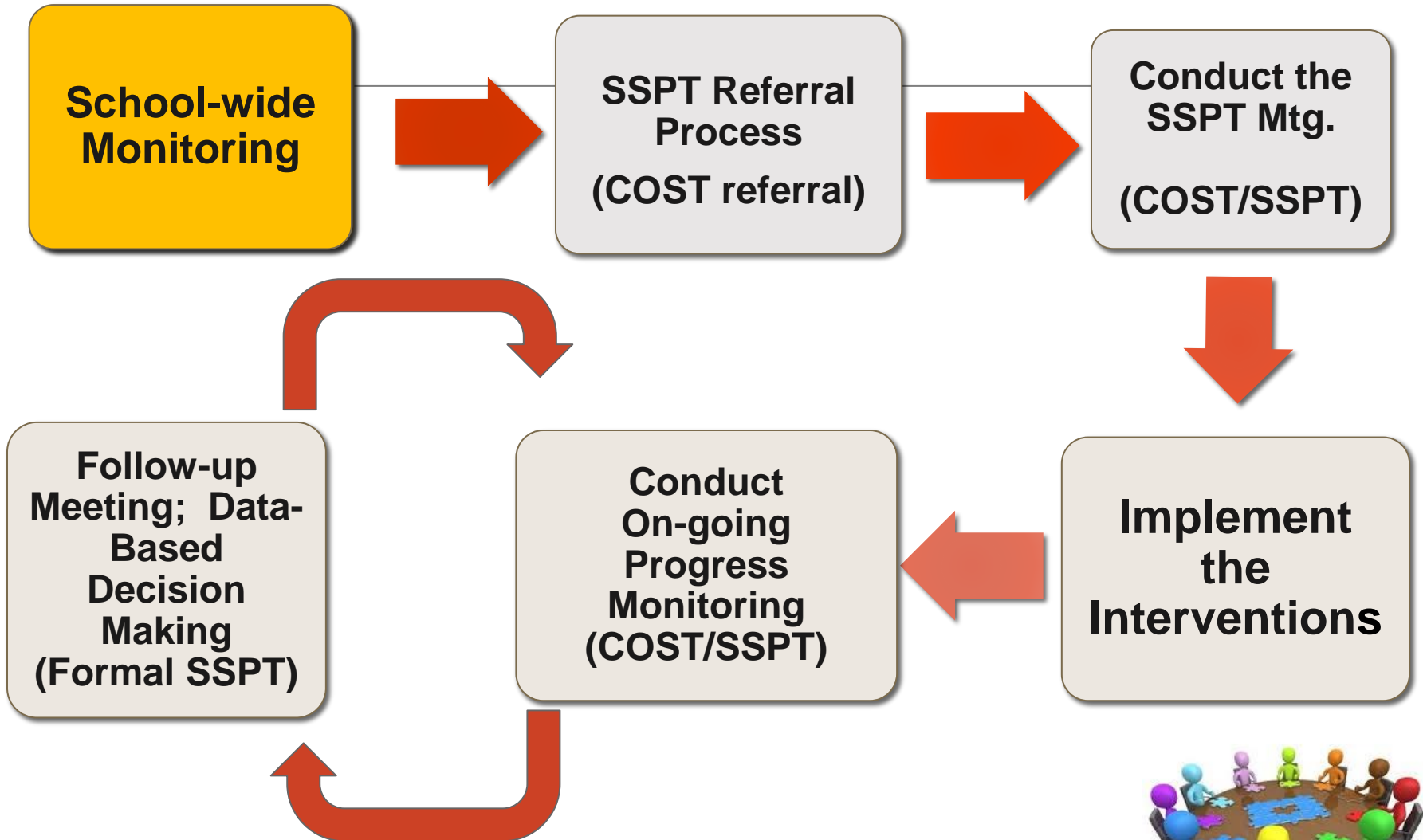
A referral form for behavior

A referral form for attendance

A referral form for community agency services

A referral form for special education services

## Transitioning to MTSS and SSPT



# Connection to Wellness Centers

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-COST form based on Wellness Center referral

-COST form is delivered to designated Wellness Center staff (in process)

- School gatekeeper (Healthy Start Coord., PSW, PSA)

- Any other staff

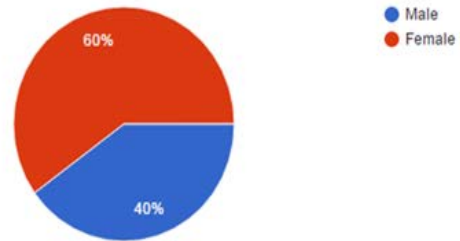
-DATA: Number, type, trend of referrals. Live data

-COST Form as a needs assessment for school/Wellness Center.

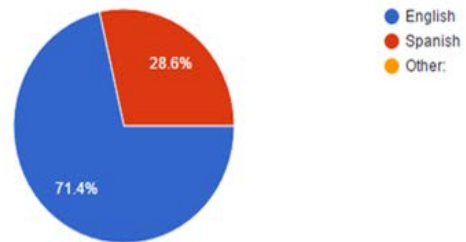
# Data

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Gender (70 responses)



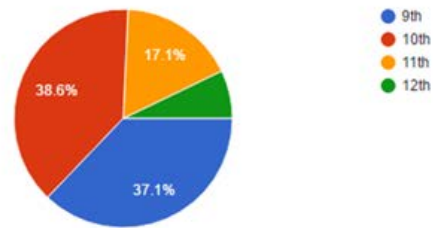
Language (70 responses)



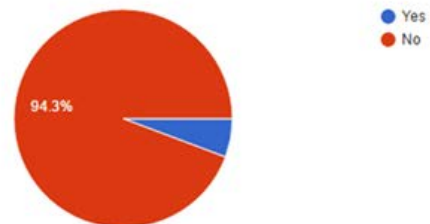
# Data

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Grade level (70 responses)



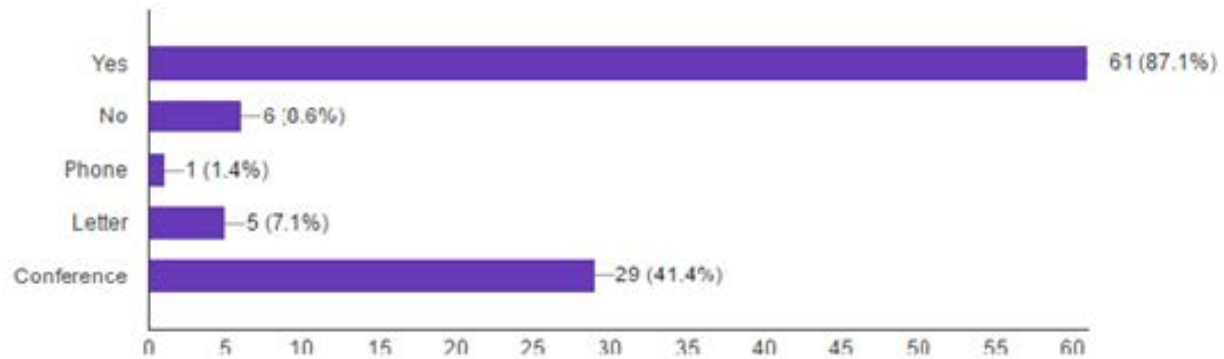
Military Family (70 responses)



# Data

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Parents contacted? (70 responses)



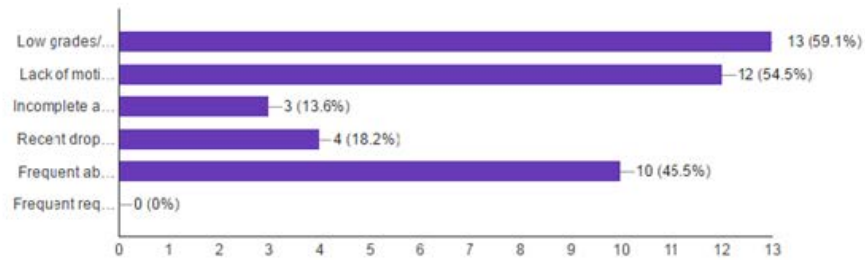


# Data

## Steps already taken to address students needs (4 responses)



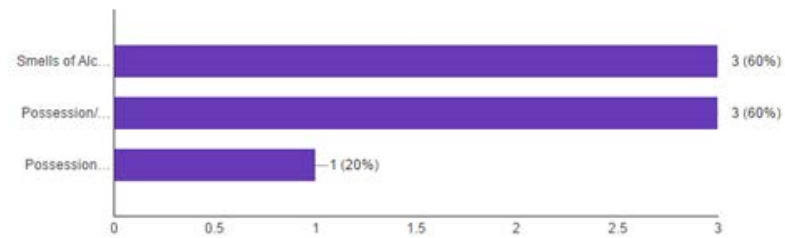
## SCHOOL PERFORMANCE (22 responses)



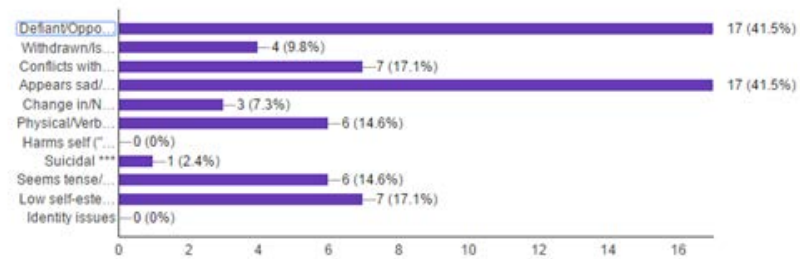
# Data

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## Substance Abuse (5 responses)



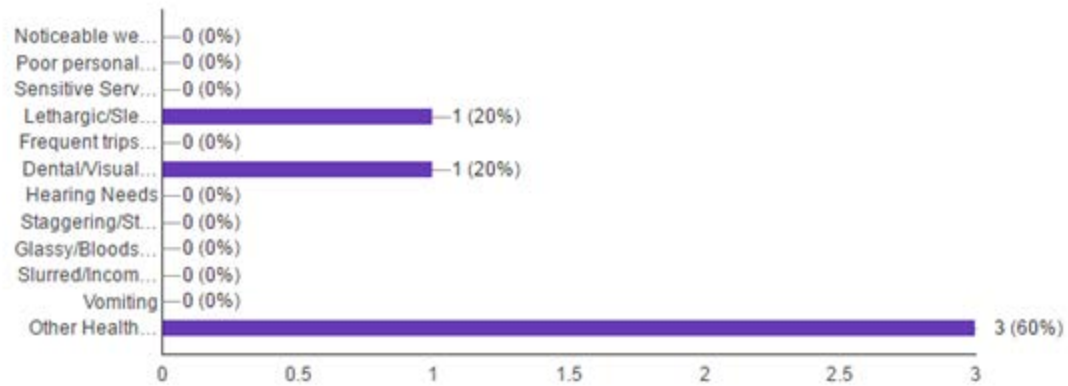
## Behavior (41 responses)



# Data

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## Health/Physical Issues (5 responses)



# What's Next?

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-Given the similarities in referral forms, can the Fremont H.S. COST form be applicable to Wellness Center data collection?

-COST form is delivered to Wellness Center designated staff (in process)

# Challenges

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What are some obstacles?

- Legal (i.e. HIPPA, FERPA, etc.)
- Should the referral be available to staff school-wide?
- How will these referrals be addressed (on and off-campus services?)
- Do all referrals warrant an SSPT meeting?
- What is the menu of available services to address the referrals?
- If a referral is submitted online, but no one opens the e-mail with the PDF copy of the referral, does it really exist?

# “COSTing” the COST

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What's not working?

Why isn't it working?

Ask 3 more questions.

# Resources

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-LAUSD Google Apps for Education (GAFE) link

<http://achieve.lausd.net/Googleappsforeducation>

-GAFE sign-up walk-through

<https://docs.google.com/presentation/d/1sulmYtUYkfWQDcW2JQVb8k7b3cKm8BycPKLQL6CFHxU/edit?usp=sharing>

COST DEMO link

<https://goo.gl/forms/Y8hLA95iG1amtFr1>