



APG School Outreach Checklist

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SET UP A MEETING TO INTRODUCE OR REMIND SCHOOL STAFF ABOUT ALTERNATIVE PEER GROUPS (APGs)			
CHECK OFF WHEN DONE	OUTREACH TASKS	CONTACT NAME/ RESOURCE	DATE
	<p>It is recommended that you outreach schools at least 4-8 weeks before the end of the school year so you can schedule a presentation with staff about connecting with youth over the summer. We encourage you to also schedule a time to connect at the start of the school year (within the first month) to discuss ongoing collaboration throughout the year. Reach out to school administrators (principal/assistant principal/director of school counseling*) that typically handle discipline issues so you can learn about which youth have substance use concerns, as well as to request a time to present to the school counselors, intervention staff, and administrators about your Alternative Peer Group (APG). Ideally, you would have at least 30 minutes for this. During the call/contact, explain:</p> <ul style="list-style-type: none"> ○ who you are; ○ what is an APG and the services you offer; ○ that you would like the opportunity to meet with staff and students to explain the APG, and also to discuss how to partner with the school to meet the needs of at-risk students; ○ what your referral process would look like. <p>In addition:</p> <ul style="list-style-type: none"> ○ ask how many people are likely to attend the presentation/ meeting; ○ request the main contact person's email address to follow up. <p>*If you do not know the names of school administrators/director of school counseling, you can usually find this on the school or district website.</p>		
	<p>Immediately following the call/contact with the school to arrange a meeting, send an email:</p> <ul style="list-style-type: none"> ○ thanking the contact for their time; ○ summarizing the details of your call; 		



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	<ul style="list-style-type: none"> ○ confirming the date, time, and location of the scheduled meeting/presentation. <p>Send a calendar invitation to the main contact and include your cell/emergency contact information, as well as a sentence about your presentation to their staff about your APG. Indicate that you are interested in collaborating to support youth with problematic substance use.</p>		
	<p>Bring your APG or Creating Connections NH flyers with you.</p>	<ul style="list-style-type: none"> • NH APG Information Sheet for Youth and Families • NH APG Information Sheet for Schools 	
	<p>Contact your coach if you would like support for the presentation to the school. Share the:</p> <ul style="list-style-type: none"> ○ date ○ time ○ location (including inside the building) ○ who you are presenting to and how many people will be present. 		
	<p>Clarify whether there is someone at the school location who is able to do intakes for facilitated referrals once a month or as needed. Get the contact information for this person and bring it with you to the school meeting. If asked, you can explain the referral process and any requirements for participation. We encourage you to develop a flow chart or other visuals to help explain this process.</p>		
	<p>Revise and print enough referral forms for each presentation participant.</p>		
	<p>Review the APG Overview slides or develop your own and practice what you will say.</p>		



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7-10 DAYS BEFORE THE PRESENTATION			
	Send another email to your contact confirming the details of the meeting/presentation (resending the calendar invite is an easy way). Make sure to include the: <ul style="list-style-type: none"> ○ date ○ time ○ location (including inside the building) ○ who you are presenting to and how many people will be present. 		
	Print your materials: <ul style="list-style-type: none"> ○ copies of your referral form/process ○ flyers about your APG ○ APG Overview slides to refer to during the presentation, and if desired, to provide handouts for presentation participants ○ business cards (if you have) to share with school staff so they can contact you easily 		
DURING THE PRESENTATION			
	Arrive at least 15 minutes before the presentation to secure parking and find the meeting room location.		
	Introduce yourself and provide an overview of the APG: <ul style="list-style-type: none"> ○ Explain what an APG is and what supports you will provide or can offer to the school; ○ Discuss the referral process; ○ Brainstorm opportunities to collaborate; ○ Explain what training and supervision/safety policies you have (background checks for staff working in the school); ○ Allow time for questions; ○ If they are open to collaborating, ask who will be the contact person, request a business card, and schedule a follow-up meeting or phone call with this person before you leave. 		
WITHIN 48 HOURS AFTER THE PRESENTATION			
	Send an email thanking your contact person for their time, follow up with any questions or resources they requested, and remind them of the referral process and who they should contact to refer a student.		



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	<p>Send an email (if the follow-up meeting is with a different person) to confirm the follow-up meeting time and date, including a calendar invitation. Include a proposed agenda for the meeting.</p> <p>Proposed Agenda:</p> <ul style="list-style-type: none"> ○ Memorandum of Understanding (MOU) ○ Referral process for APG ○ Other collaborations ○ Logistics of start up ○ Data collection process/procedures ○ Next steps 	Memorandum of Understanding (MOU)	
	<p>Review the MOU draft and revise as appropriate for your organization. Discuss this with your supervisor and send copies to all who would need to approve/sign.</p>	Memorandum of Understanding (MOU)	
FOR FOLLOW-UP MEETING WITH THE SCHOOL			
	<p>Send an email to confirm the meeting 7-10 days in advance and include:</p> <ul style="list-style-type: none"> ○ confirmation of meeting date and time ○ location and duration of the meeting ○ agenda 		
	<p>Bring copies of the agenda, release of information, referral forms, MOU, flyers, and other important information. During the meeting:</p> <p>Agenda:</p> <ul style="list-style-type: none"> ○ Memorandum of Understanding (MOU) ○ Referral and Start-Up Process <ul style="list-style-type: none"> ○ Referral form ○ Intake process—identify the primary contact at the school and at your organization ○ Explain the process—expected time from referral to youth engagement (ideally this is 10 days or less) <p>Logistics of Start-Up:</p> <ul style="list-style-type: none"> ○ Scheduling with youth and coordinating a time to meet ○ Release of information forms and agreement to share info about whether the student is in school on the APG days, as well as data collection regarding grades, absences, office discipline referrals, etc. 		



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	<ul style="list-style-type: none"> ○ Meeting space and how to book it—will APG staff coordinate scheduling or will someone from school counseling schedule? ○ Discuss whether you are able to get time to present for 30 min. at a staff meeting to explain APG and how school staff may be invited to participate in a team meeting for students from time to time (schedule a date about 2 months from start-up). ○ Next steps Take notes on any follow-up activities and send these after the meeting. 		
AFTER THE MEETING			
	<p>Finalize MOU and secure the appropriate signatures. Ensure that the school and CMHC have copies.</p> <p>Send email with any follow-up actions discussed during the meeting.</p> <p>Check-in with the primary school contact monthly at first and at least quarterly thereafter to:</p> <ul style="list-style-type: none"> ○ get names of student referrals, and facilitate intake process and data collection forms; ○ solicit feedback on how the referral, intake process, and APG is going and perceptions of the school counselors, staff, and other staff; ○ coordinate meeting space and process youth to connect to the APG; ○ collect school data for students with signed releases; ○ coordinate family supports, as appropriate. 	<p>MOU APG intake forms</p>	