**SNAP® Group Delivery**

**Purpose:** The intent of this policy is to provide a framework for teaching children and their families who are struggling with behavioral issues, effective emotional regulation, self-control, and problem-solving skills.

**Policy:** SNAP® services will be provided weekly for a total of thirteen (13) sessions for each youth/family by a SNAP® trained team member utilizing the approved SNAP® curriculum.

**Procedure and/or Process:**

Prior to each session, a check-in call is conducted to identify and assist with any crises that may have occurred since the previous group session, address any barriers to attendance, and to determine transportation and sibling supervision needs. Check-in calls include **both** the children **and** parents/caregivers. Agencies will support families getting transportation to and from groups and provide a meal during each session.

Before every SNAP® Group the Prebrief Checklist document must be completed and then uploaded into OneDrive within three (3) business days of the group date. After every SNAP® Group a Debrief Checklist document must be completed and uploaded into OneDrive within three (3) business days of the group date.

Attendance is taken each week for the youth, parent, and sibling group.

Both of the youth and parent groups are required to be videotaped and uploaded to OneDrive within three (3) business days. Sites must request in writing to the Network for approval to include the Police Station visit in their group cycle at least one week prior to the Police Station visit.

SNAP® for Youth (12-17) has a total of fifteen (15) digital sessions; youth are only required to go through thirteen (13) of them. This allows facilitators the discretion based on the youth’s presenting problems to select which digital session will be appropriate for the youth.

After each group session, a SNAP® Weekly Feedback Evaluation Form for both the youth and parent are to be completed by staff and uploaded to OneDrive, within three (3) business days following the last group session date.

If a Make-Up session is required, then a SNAP® Client Contact Note and corresponding Fidelity Adherence Checklist is required to be completed on the missed session content for **both** the youth **and** parent/caregiver.

Data entry into NetMIS must occur within three (3) business days of the completed makeup session date and Fidelity Adherence Checklist.

Any agency considering any modification for any SNAP® group delivery, including, but not limited to virtual services or addition of a Police visit must be requested to the Network in writing for approval and contain:

* + Barriers required for consideration-participant perspective.
	+ Any additional supports needed for consideration.

**Required Documents to be completed:**

 1. SNAP® Prebrief Checklist Document; completed with facilitators

2. SNAP® Client Contact Notes and/or Agency Contact Notes to document ‘Check-In

 Calls’ that occur prior to each group session for both the children and

 parents/caregivers.

 3. Parent SNAP® Group Attendance Logs; completed by facilitators

 4. Children SNAP® Groups Attendance Logs; completed by facilitators

 5. Weekly Feedback Questionnaires; completed at the end of each group by the

 Parent/caregivers.

 6. Parent SNAP® Weekly Evaluation Form; completed by facilitators.

 7. Children SNAP® Weekly Evaluation Form; completed by facilitators.

 8. SNAP® Debrief Checklist Document; completed with facilitators.

Please Note: SNAP® Youth Justice groups do not include a parent or sibling group component.