**SNAP Group Delivery**

**Purpose:** It is 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 compliance phone 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.

A SNAP® Service Plan is completed after intake and before the youth/family begin in group.

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.

After each group session, a SNAP® Weekly Evaluation Form for both the youth and parent need to be scored and documented in the file.

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.

Required Documents to be completed:

1. SNAP® Client Contact Notes and/or Agency Contact Notes

2. SNAP® Weekly Evaluation Form (Youth and Parent Forms)

3. SNAP® Attendance Logs for both the Parent and Child SNAP® Group