



## Process for Mandated Assistance Program (M.A.P.) Referral

### WHEN TO REFER *Signs & Symptoms Observed*

*(please note that your role is to refer and/or consult and not to assess)*

- Change of friends
- Unexplained change in academic performance
- Unexplained or excessive absences
- Odor of alcohol or drugs on breath or body
- Unexplainable mood swings or behavior
- Bloodshot eyes or dilated pupils
- Appears negative, argumentative, paranoid, confused, destructive, anxious
- Over-reacts to criticism / acts rebellious
- Overly tired or hyperactive
- Significant weight loss or gain
- Unhappy or depressed
- Always needs money, or has excessive amounts of money
- Cheats, steals
- Sloppiness in appearance/poor grooming
- Disclosure by student

#### STEP 1: Suspicion of Substance Abuse

**Any suspicion of substance use should be discussed** with the Designated Staff Member (DSM) at your school. The DSM is responsible for protecting the student’s confidentiality and assisting in organizing the referral and assessment process.

#### STEP 2: DSM Meets With The Student

**The DSM will meet with the student** and in a *supportive, caring, & non-judgmental way*, discuss concerns. The DSM will emphasize *that the student is not in trouble, ensure that the student is safe, and explain the Mandated Assistance Policy*. The DSM will also inform the student that their parent(s) will be contacted. The Mandated Assistance Policy is not intended to be punitive.

#### STEP 3: DSM Contacts the Parent(s)

**After the DSM speaks with the student**, s/he will contact their parent(s) to discuss concerns and 1) explain the Mandated Assistance Policy 2) inform them that the student is being referred for assessment 3) emphasize that the parent(s) must be a part of student assessment process 4) inform them of the \$200 fee for the assessment 5) gain written consent for the assessment if not previously obtained.

#### STEP 4: DSM Contacts Aleinu Addiction Specialist

Following discussion with the student and parents, the DSM will contact the Aleinu Addiction Specialist at:

**310-247-1180 or  
lgingras@jfsla.org**

The referral and consent will also be sent to the Addiction Specialist

#### STEP 5A: Aleinu Addiction Specialist arranges assessment

**After the consent and referral form are received**, the Aleinu Addiction Specialist will contact the parent(s) to arrange an assessment appointment.

#### STEP 5B: Student is Assessed

The Aleinu Addiction Specialist will meet with the student and parent(s) for a comprehensive substance abuse assessment. The assessment will include substance use assessment measures, student interview, parent interview, and, if warranted, a drug test. **The drug test is part of a comprehensive assessment and will not be done without first completing the initial assessment.**

#### STEP 6: Aleinu Addiction Specialist Presents Recommendations

After completing the comprehensive assessment, the Aleinu Addiction Specialist will meet with the student and parent(s) to make treatment recommendations that will also be sent to the school. These recommendations will be mandated by the school and are not optional. Failure to comply with recommendations may be reason for expulsion from school. Possible recommendations:

- No treatment or intervention indicated
- **Prevention and awareness education** requiring at least two sessions with school therapist
- **Family Therapy:** Assessment may indicate a need for family intervention.
- **Addiction Treatment:** Parents and student will meet with addiction specialist to discuss student’s needs. Treatment program will be mandated (this may include, but is not limited to, addiction counseling, individual/family therapy, group counseling, 12-step meetings, day treatment, or residential treatment.)

#### STEP 7: Monthly Follow Up

Monthly, the school will receive an update indicating student’s compliance with recommendations.

*The school reserves the right to expel any student with confirmed involvement in selling or distributing drugs and/or alcohol.*



## *Quick Reference for Mandated Assistance Program (M.A.P.)*

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#### **STEP 1:**

**Discuss referral with Designated Staff Member**

#### **STEP 2:**

**Designated Staff Member meets with the student to discuss concerns**

#### **STEP 3:**

**Designated Staff Member contacts parent(s)**

#### **STEP 4:**

**Designated Staff Member contacts Aleinu Addiction Specialist at 310-247-1180 or [lgingras@jfsla.org](mailto:lgingras@jfsla.org); also sends referral and consent forms to Aleinu Addiction Specialist**

#### **STEP 5:**

**Aleinu Addiction Specialist arranges and completes comprehensive assessment with student/parent(s)**

#### **STEP 6:**

**Aleinu Addiction Specialist meets with student and parent(s) to review recommendations; mandated recommendations are sent to the school**

#### **STEP 7:**

**Monthly follow up coordinated by Aleinu Addiction Specialist to determine compliance**