All participating schools must identify a site contact and meeting space prior to program implementation.

**Step 1: Identification**

Student(s) who are experiencing problems related to tobacco, alcohol, and/or other drugs are identified by:
- Principal/VP
- Counselor
- School staff
- Parent/guardian
- Student/self-referral
- Prevention staff (via student information system)

**Step 2: Referral**

- Identifying adult meets with student to determine appropriate action/consequence including a referral to *Teen Intervene* (three to four 50 minute one-on-one substance use intervention sessions) or *ASCENT* (a six session tobacco/nicotine cessation group).
- Identifying adult/student notifies prevention staff of referral via email (using only school site and student name and/or student identification number) or phone at Jayna.record@sanjuan.edu / 979-8621 or Jovon.torres@sanjuan.edu / 979-8606.
- Prevention staff adds student (ID) to referral database to be seen by a Teen Intervene/ASCENT facilitator.

**Step 3: Parent Notification**

- Parent/guardian notified through information sheet and Passive Consent/Opt-Out form given to student by Teen Intervene/ASCENT facilitator during 15 minute introduction session.
- Parents/guardians who wish to opt-out will sign and return form to facilitator.

**Step 4: Implementation**

- A Prevention Program Specialist will add identified student to referral list, and coordinate the facilitation of *Teen Intervene* or *ASCENT* sessions with referred students.
- Sessions are led by trained CSUS Interns who will meet with identified students during school hours at their designated school sites.
- Intern will contact parent/guardian to invite them to participate in the closing session.

*At any time during the process, site administrators and/or counselors will be notified immediately regarding information/behaviors expressed by the student or observed by the Prevention Specialist or Intern that indicate harm to self or others.

**Step 5: Documentation**

Upon completion of sessions, the Prevention Specialist will follow-up with Principal/VP regarding student’s participation and enter visit dates into student information system.