

# EXHIBIT A – PROGRAM REFERRAL AND WORKFLOW PROCESS

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## Step 1 – Incident Identification

Youth are identified by school administration or law enforcement following a THC-related offense occurring on school grounds.

## Step 2 – Referral to Program

The school district, police department, or juvenile services agency submits a referral to GraceToChange (GTC).

## Step 3 – Eligibility Screening

GraceToChange staff review eligibility criteria including:

- Age 10–16
- First-time offense
- THC-related behavior occurring on school property

## Step 4 – Parent/Guardian Contact

Program staff contact the youth's parent or guardian to explain program expectations and schedule intake.

## Step 5 – Intake and Assessment

Participants complete screening and assessment tools including:

- Substance Abuse Subtle Screening Inventory – Adolescent Version (SASSI-A3)
- Massachusetts Youth Screening Instrument (MAYSI-2)
- Positive Achievement Change Tool (PACT)
- Adverse Childhood Experiences Questionnaire (ACE)

## Step 6 – Program Participation

Participants complete required components including:

- Substance misuse education course
- 500-word reflective essay
- Parent participation program (START or equivalent)
- Substance misuse prevention class

## Step 7 – Monitoring Period

Youth participate in check-ins and drug testing throughout the 90-day program.

## Step 8 – Program Completion

Upon successful completion, the youth may avoid formal prosecution or court referral.

### Step 9 – Follow-Up Monitoring

Participants enter a one-year monitoring period to support long-term behavioral success and reinforce positive decision-making.