

## **Program Element #44: School Based Health Centers (SBHC)**

### **1. School-Based Health Center (“SBHC”) Services**

#### **a. Definitions Specific to SBHC**

**School-Based Health Center (“SBHC”):** A facility located on school grounds that delivers acute, chronic, preventive and mental health services to school-aged children and is certified in accordance with the Standards for Certification for School-Based Health Centers (Department of Human Services).

#### **b. Procedural and Operational Requirements.**

- i.** The funds provided under this Agreement for SBHC Services shall only be used to support activities related to planning, oversight, maintenance, administration, operation, and delivery of services within one or more SBHC as required by the Department’s SBHC funding formula.
- ii.** All SBHC Services must be delivered in accordance with the guidelines set forth in the Standards for Certification for SBHC (2000, revised 2005, revised 2009), a copy of which, including revisions, is available from Department or accessible on the Internet at <http://www.oregon.gov/DHS/ph/ah/sbhc/certification.shtml>. The Standards for Certification for SBHC (2000, revised 2005, revised 2009) includes administrative, operations and reporting guidance, and minimum standards and/or requirements in the areas of: Certification Process, Sponsoring Agency/Facility, Operations/Staffing, Laboratory, Clinical Services, Data Collection/ Reporting, and Quality Assurance.
- iii.** Grantee must provide the oversight and technical assistance so that each SBHC in its jurisdiction meets the Standards for Certification for SBHC (2000, revised 2005, revised 2009).
- iv.** Grantee shall assure to the Department that all certification documentation and subsequent follow-up items are completed by the requested date(s) in accordance with the Department’s certification review cycle.

#### **c. Reporting Obligations and Periodic Reporting Requirements**

In addition to the reporting requirements set forth in Section 8 of Exhibit E of this Agreement, Grantee shall assure that all SBHC’s in its county jurisdiction:

- i.** Submit annual client encounter data in a form acceptable to the Department and in accordance with the Standards for Certification for SBHC (2000, revised 2005, revised 2009) no later than July 15th for the preceding service year (July 1 –June 30), and
- ii.** Submit annual SBHC Key Performance Measure (KPM) data in a form acceptable to the Department and in accordance with the Standards for Certification for SBHC (2000, revised 2005) no later than October 1st for the preceding service year (July 1

–June 30). The current list of KPMs can be found at <http://www.oregon.gov/DHS/ph/ah/sbhc/> in the folder titled SBHC Data Requirements.

- iii. Submit annual SBHC Billing, Revenue and Funding data in the form acceptable to the Department no later than October 1<sup>st</sup> for the preceding service year (July 1-June 30). The current data collection form can be found at <http://www.oregon.gov/DHS/ph/ah/sbhc/> in the folder titled SBHC Data Requirements
- iv. Submit annual SBHC hours of operation and staffing in the form acceptable to the Department no later than October 1<sup>st</sup> for the current services year. The current data collection form can be found at <http://www.oregon.gov/DHS/ph/ah/sbhc/> in the folder titled SBHC Data Requirements.
- v. Submit completed annual patient satisfaction survey data no later than June 1<sup>st</sup>.

## **2. SBHC Planning Grants (for specific Grantees in 2009-2011)**

- a. This section is applicable only to those Grantees who have received a Planning Grant from DHS. Current and potential Grantees will be notified if the 2009 Legislature approves and appropriates funds for SBHC Planning Grants.
- b. An SBHC planning grant is one-time funds to assist the Grantee in developing a strategic plan for implementing SBHC Services in the Grantee county jurisdiction. The following terms and conditions apply if the Department selects Grantee to receive a planning grant:

### **i. Phase I (December 1, 2009 – June 30, 2010) Strategic Planning**

- (A.) Grantee shall create and implement a collaborative strategic plan in partnership with community agencies in order to develop, implement, and maintain SBHC Services to serve school-age children. This plan's target must have the SBHC sites operational and ready for certification by Spring 2011. SBHC certification standards are available at <http://www.oregon.gov/DHS/ph/ah/sbhc/certification.shtml>.
- (B.) Grantee shall participate in monthly technical assistance calls at times mutually agreed to between DHS SBHC Program and Grantee Phase I Planning Grantees. In addition each SBHC site will have at least one technical assistance visit by a DHS SBHC Program staff member.
- (C.) By July 15, 2010, Grantee shall submit a final report and line item expenditure report briefly describing its activities and progress to date on the development of SBHC Services together with a copy of its strategic plan and proposed implementation budget for Phase II.

**ii. Phase II (August 15, 2010-June 30, 2011) Strategic Planning**

- (A.) Grantee shall implement the approved Phase I SBHC strategic plan and have the planned SBHC Services operational and ready for certification by Spring 2011. Sites must become certified in Spring 2011 to maintain current funding and to receive SBHC awards in accordance with the approved funding formula in effect and contingent on funds provided by the legislature. SBHC certification standards are available at:  
<http://www.oregon.gov/DHS/ph/ah/sbhc/certification.shtml>.
- (B.) Grantee shall participate in monthly technical assistance calls at times mutually agreed to between DHS SBHC Program and Grantee Phase II Planning Grantees. In addition, each SBHC site will have at least one technical assistance visit by a Department SBHC Program staff member.

**iii. Advance Phase (December 1, 2009- June 30, 2010) Strategic Planning**

- (A.) Grantee shall create and implement a collaborative strategic plan in partnership with community agencies in order to develop, implement, and maintain SBHC Services to serve school-age children. This plan's target must have the SBHC sites operational and ready for certification by Spring 2010. SBHC certification standards are available at  
<http://www.oregon.gov/DHS/ph/ah/sbhc/certification.shtml>.
- (B.) Grantee shall participate in monthly technical assistance calls at times mutually agreed to between DHS SBHC Program and Advance Phase Planning Grantees. In addition, each SBHC site will have at least one technical assistance visit by a Department SBHC Program staff member.
- (C.) Grantee must become certified in Spring 2010 to maintain current funding and to receive SBHC awards in accordance with the approved funding formula in effect and contingent on funds provided by the legislature. SBHC certification standards are available at:  
<http://www.oregon.gov/DHS/ph/ah/sbhc/certification.shtml>.