



MEMO

DATE: **April 2, 2012**

TO: **Local Public Health Authorities**

FROM: **Robert Nystrom**
SBHC State Program Office

RE: **SBHC State Program Office Planning Grants**

The Oregon State Legislature's recent approval of the budget for fiscal year 2013 (July 1, 2012 to June 30, 2013) allows for release of the remaining expansion funds for new School-Based Health Centers (SBHCs) across Oregon. SBHCs are an access health care model in which comprehensive physical, mental and preventive health services are provided to youth and adolescents in a school setting. To learn more about Oregon's SBHCs visit the state SBHC website: www.healthoregon.org/sbhc.

The SBHC State Program Office (SPO) is pleased to announce the release of the 2012-2013 SBHC Request for Proposal (RFP) for planning grant monies. The expansion includes funding for 4 to 6 new SBHCs. These monies will be awarded to the Local Public Health Authorities (LPHA) based on a competitive proposal review process conducted by the SPO.

This year, the RFP is only for **one-year Advance Phase planning grants**. *Planning sites must be state certified by June 30, 2013 for entry into the SBHC funding formula and contingent on available funds in the 2013-2015 legislatively adopted budget.* The option for a one year planning process is available to any site that may be interested. Please see Section III for additional award descriptions.

Awarded monies must be used to initiate sustainable partnerships within the community, prepare the SBHC site, develop protocols, hire staff, and purchase clinic supplies. The total number of awarded monies to LPHAs currently with and without SBHCs will depend on the total number of successful applicants, to be determined by the SPO.

I. Proposal Requirements

- All grant proposals must be submitted to the SPO through the LPHA, typically the County Health Department. The proposal may be written in partnership with other organizations; however, the LPHA will be the awarded grantee.
- Attach a letter of support from the host school's Principal or Superintendent.
- Attach either a Memorandum of Understanding or a letter of intent to sponsor from the organization that will be the SBHC medical sponsor. For more information on the medical sponsor responsibilities please visit the Certification Standards tab on www.healthoregon.org/sbhc.
- Letters of support from planning committee members and other community partners may also be attached but are not required.

See Section IV for specific proposal contents.

II. LPHA Responsibilities

As the awarded grantee, the LPHA is expected to either lead or actively participate in the following activities.

- Work with partners to engage and educate the community about the proposed SBHC and how it serves the Public Health mission.
- Form an SBHC Planning Committee from interested community agencies such as school district, PTA, community health agencies, local providers, hospitals, county commissioners, and local businesses.
- Collaborate with planning committee to develop a plan to implement and sustain a SBHC. The SBHC must meet certification standards by June 30, 2013. SBHC certification standards are available at www.healthoregon.org/sbhc.
- Participate in scheduled Technical Assistant teleconference calls with SPO.
- Distribute awarded funds to qualified planning sites.
- See the State SBHC website for resources to help with planning.
<http://www.healthoregon.org/sbhc>

III. Estimated award amounts and duration

- Advance Phase (2012-2013): Grantee will receive **up to \$60,000** per site for their grant allocation.

- Awards will run from first available contract amendment date (estimated to be August 2012) through June 30, 2013.
- This award is designed to cover the duration of Advance Phase Planning, culminating in the certification of the SBHC by June 2013. This process includes timely application for certification, a certification site visit, and successful and timely completion of all required action items identified as part of the certification site visit. We advise the center to be open 4 to 6 weeks prior to your certification site visit if possible.
- Entry into Funding Formula (2013-2014): Upon successful completion of certification, LPHAs will receive funding based on the State SBHC funding formula.
 - Awards will run from July 1, 2013 through June 30, 2014.
 - Once an SBHC is certified, annual awards will continue based on each biennium's legislatively adopted budget and compliance with SPO certification standards.

SBHC State Funding Formula

State dollars are based on availability of legislatively approved budget.

- **1 Certified SBHC in County ----- LPHA receives \$60,000/yr**
- **> 1 Certified SBHC in County ----- LPHA receives \$41,000/yr for each certified center**

For more information on the funding formula visit the state SBHC website under Funding and Operations. www.healthoregon.org/sbhc

IV. Proposal Content- maximum 10 pages (This does not include additional attachments such as letters of support or meeting minutes.)

The SPO will evaluate your responses to the following areas of planning to determine the SBHC awards (% review process):

- 1.) Partnering with the Public Health Care Delivery System (20%): SBHCs are part of the State's safety net system as an access model focused on providing primary care, mental health and preventive services to children and adolescent who go without care.
 - Describe how you are helping meet the public health needs in your community. Include current level of access to health/mental health care services, health disparities, and demographics.

- Describe how the SBHC will become part of the Public Health Care Delivery System in your region. How do you plan to collaborate with existing public health services in your area? If there are existing certified SBHCs in your county, please describe how you plan to partner or collaborate. Some examples may include sharing resources or sponsorship, forming a countywide steering committee, or routine check-ins.
- 2.) Community Readiness (20%): The SBHC Advance Phase Planning Grant assumes the interested party has already engaged in some level of planning in the community.
- Describe your communities SBHC planning efforts up to the present, including accomplishments and set-backs. Please include any funding that has been secured for your SBHC development. If you are a current HRSA SBHC Capital Grantee attach a copy of your grant proposal.
 - If you are a previous State planning grantee, describe the aspects of your previous planning efforts that prevented you from accomplishing certification within that cycle.
 - Describe how you plan to further develop your community's readiness and community engagement efforts as you move towards the opening of the center.
- 3.) Sustainability (25%): The "success" of an SBHC relies on strong partnerships along with financial sustainability.
- Explain the current or future development of your SBHC planning committee. List planning committee members and attach minutes from planning committee meetings.
 - Describe the partnerships that will assist your SBHC in meeting State Certification Standards. This includes a confirmed medical sponsor organization and host school. Describe any other health, mental health, dental, social or educational entities that your SBHC will have a relationship with. This includes any referral relationships.
 - Describe how your SBHC plans to bill insurance for reimbursement. Please explain the level of billing you hope to accomplish, such as billing for both physical and mental health services to public and private insurance companies. Include details on any electronic billing systems or practice management systems you plan to use.
 - Describe how your center will work towards implementing an electronic health record (EHR) system, including a timeline of EHR adoption. If you already have a system in mind, please provide the name.

- 4.) Alignment with Oregon's Health Transformation Goals (20%): Oregon has prioritized health reform in the state with the development of Coordinated Care Organizations (CCOs) and a focus on Patient-Centered Primary Care Homes. The SPO sees SBHCs as valuable and necessary partners in the Delivery Service Networks to help meet the needs of the pediatric and adolescent populations. We would like to hear how you envision your SBHC fitting into the health transformation efforts that are happening across the state.
- Describe your involvement with health transformation work that is happening in your region. This includes any current or future involvement (meetings, conversations, partners etc) with regional Coordinated Care Organizations. <http://cco.health.oregon.gov/Pages/Home.aspx>
 - Describe how you plan to have your SBHC meet the State's Patient-Centered Primary Care Home Standards. What work has been done with your SBHC to meet the PCPCH Standards? Where do you see the gaps, if any, and how do you propose to fill them.
www.primarycarehome.oregon.gov
- 5.) Youth Involvement (5%):
- Describe a plan to incorporate youth involvement into your SBHC planning efforts. Some examples may include youth focus groups, youth advisory committees, youth as part of the planning committee, and/or youth involvement with the renovation, design and marketing of the center.
- 6.) Strategic Plan and Budget (10%):
- Include a detailed timeline of your planning efforts leading up to certification. Provide monthly activities, including construction and renovation plans, committee meetings, marketing efforts, staff training, opening of center, certification site visit etc.
 - Provide a detailed budget for this planning year (July 1, 2012 to June 30, 2013) including how the State awarded planning funds will be used to meet the identified planning activities necessary to progress toward Certification of the SBHC. In addition, provide a proposed implementation budget for year one of operations (July 1, 2013 to June 30, 2014) at a minimum.

V. Proposal Submission Deadline and Award Process

To be considered in the SPO proposal review process, **all proposals must be received by 5:00 PM on June 1, 2012.** Proposal may be submitted as a hardcopy or an electronic copy to the address below. If you submit your proposal through email please be sure to include a table of contents of the all the attached electronic files in the body of the email. The SPO will notify all LPHAs of their award status by June 15th, 2012.

VI. Technical Assistance Calls

We have set up two teleconference call for all interested parties to call in and participate in RFP technical assistance teleconferences calls. These calls are designed to offer an open forum format to answer questions as they arise. Each call is set up for an hour. To participate from any telephone, call **1-877- 540-9892** and enter participant code **148921** on the following dates and times:

- **Wednesday, 4/11/12, 1:00-2:00pm**
- **Wednesday, 5/16/12, 1:00-2:00pm**

Please submit one copy of your proposal to:

Rosalyn Liu
School Based Health Center Systems Development Specialist
Office of Family Health
Public Health Division

Oregon Health Authority
800 NE Oregon Street, Ste. 805
Portland, OR 97232

Phone: 971-673-028
FAX: 971-673-0250
Email: rosalyn.liu@state.or.us

SPO reserves the right to reject all plans submitted in response to the Request of Proposals. All costs incurred in submitting this plan are the responsibility of the applicant and will not be reimbursed by the SPO.

SPO reserves the right to seek clarifications of each plan and the right to negotiate a final contract in the best interest of the Agency, considering cost effectiveness and the level of time and effort required for the services.
