PUBLIC HEALTH DIVISION
Adolescent Health Section & Genetics Program
John A. Kitzhaber, MD, Governor

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MEMO

DATE: **July 22, 2013**

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 2014 (July 1, 2013 to June 30, 2014) and the passing of HB2445 allows for the release of 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 2013-2014 SBHC Request for Proposal (RFP) for planning grant monies. The expansion includes funding for 7-10 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, we are offering both Phase I grant awards and Advance Phase grant awards. Phase I awards assume a two year planning process to meet state Certification Standards, whereas, Advance Phase awards require sites certified within the first year of planning and therefore entry into the SBHC funding formula mid-biennium. Please see Section III for 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. 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 health and mental providers, hospitals, county commissioners, Coordinated Care Organizations and local businesses.
- Collaborate with planning committee to develop a plan to implement and sustain a SBHC. 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

Option 1: Phase I Planning Grant- Two year planning process

- Phase I (2013-2014): Grantees will receive up to $30,000 per site for their grant allocation.
  - SPO expects awards to run from November 1, 2013 to June 30, 2014.
  - This award is designed to cover the duration of Planning Phase I, culminating in a final status report to the SPO documenting the progress made in Phase I. This status report, including a three-year operational business plan, serves as an application for Phase II Planning funds.

- Phase II (2014-2015): Depending on the number of Phase I sites moving into Phase II, each grantee will receive up to $60,000 per site for their grant allocation.
    - SPO expects awards will run from July 1, 2014 through June 30, 2015.
    - This award is designed to cover the duration of Phase II Planning, culminating in the certification of the SBHC during spring of 2015. 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.
    - Once a SBHC is certified, annual awards will continue based on each biennium's legislatively adopted budget and compliance with SPO certification standards.

Option 2: Advance Phase Planning Grant- One year planning process

- Advance Phase (2013-2014): Grantee will receive up to $60,000 per site for their grant allocation.
    - Awards will run from November 1, 2013 through June 30, 2014.
    - This award is designed to cover the duration of Advance Phase Planning, culminating in the certification of the SBHC during spring of 2014. This process includes development of a business plan, 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 (2014-2015): Upon successful completion of certification in the first year of planning, LPHAs will receive funding based on the State SBHC funding formula.
    - Awards will run from July 1, 2014 through June 30, 2015.
    - Once an SBHC is certified, annual awards will continue based on each biennium's legislatively adopted budget and compliance with SPO certification standards.

      SBHC funding formula:
        - *Counties with only one certified SBHC receive $60,000/yr*
        - *Counties with > 1 certified SBHC receive $53,000/yr for each center.*

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

Please identify whether you are applying for the Option 1: Phase I Planning Grant or Option 2: Advance Phase Planning Grant.

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, specifically the need for services for school-age youth in your community. Include current level of access to health/mental health care services, health disparities, and demographics. Include information on how this aligns with any community's needs assessment work.
- 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%): Phase I Planning Grant is meant to help assess and develop the community's readiness for an SBHC. 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. Please state if you are a current HRSA SBHC Capital Grantee.
- 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 you have engaged or plan to engage that will assist your SBHC in meeting State Certification Standards.
  - Describe any other health, mental health, dental, social or educational entities that your SBHC will have a relationship with. This includes any referral relationships.
  - If you are applying for the Advance Phase Planning Grant, this includes confirming your medical sponsor organization and host school.

- **Required for Advance Phase Planning Grant-** 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.

- **Required for Advance Phase Planning Grant-** 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 CCO 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://www.oregon.gov/OHA/OHPB/Pages/index.aspx*

- Describe how you see your SBHC fit into the Patient Centered Primary Care Home model. Do 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.
- Describe any policy options that your sponsoring agency might adopt to ensure ongoing involvement in your SBHC development and community engagement process. Some examples of policy that support authentic youth engagement are:

    - All opportunities for youth involvement must be offered to youth from all different backgrounds and demographics. No youth will be excluded from participation.

- A minimum of two youth must serve on all committees, boards, or groups related to decision-making that affects youth.

6.) Strategic Plan and Budget (10%):

- Include a detailed timeline of your planning efforts for the year. Provide monthly activities, including community meetings, planning meetings, marketing efforts, decision-making points. If you are applying for Advance Phase Planning Grant include your timeline up to Certification, which should additionally include construction and renovation plans, staff training, opening of center, certification site visit etc.
- Provide a detailed budget for this planning year (November 1, 2013 to June 30, 2014) including how the State awarded planning funds will be used to meet the identified planning activities necessary to progress toward community readiness and/or Certification of the SBHC.

V. Letters of Support: Letters of support are not considered as part of the maximum 10 page limit.

- **Required for Advance Phase Planning Grant-** Attach a letter of support from the host school's Principal or Superintendent.
- **Required for Advance Phase Planning Grant-** 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 your regional Coordinated Care Organization, planning committee members and other community partners are recommended but are not required.

VI. 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 September 9th, 2013.**
- Proposal may be submitted as a hardcopy or an electronic copy to the address below. If you submit your proposal through email, 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 September 20th, 2013.

VII. Technical Assistance Calls

We have set up two calls 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 half and hour. To participate from any telephone, call **1-877-848-7030** and enter participant code **148921** on the following days and time:

- August 6th, 2:30-3:00 pm
- August 28th, 11:00-11:30am

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: 971-673-0248
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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.