



MEMO

DATE: April 14, 2016

TO: Local Public Health Authorities

FROM: Jessica Duke 
SBHC State Program Office

RE: SBHC State Program Office Planning Grants

The Oregon State Legislature's approval of the budget for the 2015-2017 biennium (July 1, 2015 to June 30, 2017) and the passage of **HB 5507** allows for a limited release of expansion funds for new School-Based Health Centers (SBHCs). SBHCs are an access health care model in which comprehensive physical, behavioral 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 2016-2017 SBHC Request for Proposal (RFP) for a planning grant award. The expansion includes funding for one new SBHC. These monies will be awarded to Local Public Health Authorities (LPHAs) based on a competitive proposal review process conducted by the SPO.

SPO will only offer one Advance Phase grant award during this funding cycle. Advanced Phase planning grantees are awarded to communities that have already explored the SBHC model locally and are prepared to open a SBHC within the 2016-2017 school year. The Advanced Phase planning site must be state certified by June 30, 2017 for entry into the SBHC funding formula. Funding for certified SBHCs is contingent upon available funds in the 2017-2019 legislatively adopted budget. Please see Section III for full award descriptions.

Awarded monies for Advanced Phase grants must be used to maintain sustainable partnerships within the community, prepare the SBHC site, develop policies and procedures, hire staff and purchase clinic supplies.

SPO will prioritize funding proposals from counties that:

- Do not currently have any certified SBHCs;
- Demonstrate an advanced level of community readiness; and
- Have a clear demonstration of local need.

I. Proposal Requirements

All grant proposals must be submitted to the SPO through the LPHA, typically the County Health Department. LPHAs may apply for Advanced Phase planning grants for one or more communities and each community is considered a single application. The proposal may be written in partnership with other organizations; however, the LPHA will be the awarded grantee. You can find contact information for your LPHA at:

<https://public.health.oregon.gov/ProviderPartnerResources/LocalHealthDepartmentResources/Pages/lhd.aspx>

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 a SBHC Planning Committee from interested community agencies such as school district, parents, community health agencies, local physical, behavioral and dental health providers, hospitals, county commissioners, Coordinated Care Organizations and local businesses.
- Collaborate with the planning committee to develop a plan to implement and sustain a certified SBHC. The 2014 SBHC Standards for Certification are available at www.healthoregon.org/sbhc
- Participate in monthly scheduled Technical Assistant conference calls with SPO.
- Distribute awarded funds to qualified agencies if the LPHA is not the lead agency on the planning initiative.

LPHAs have the “first right of refusal” to be SBHC medical sponsors. If the LPHA declines to serve as the SBHC medical sponsor, another qualified agency may act in this capacity. See the State SBHC website for resources to help plan for a new SBHC and to learn more about SBHC medical sponsor requirements: www.healthoregon.org/sbhc.

III. Estimated award amounts and duration

Advance Phase Planning Grant – SBHC “implementation phase” lasting one year

- Advance Phase (2016-2017): Grantee will receive \$60,000 for the grant period.
 - The award will run from approximately July 1, 2016 through June 30, 2017.
 - This award is designed to cover the duration of Advance Phase Planning, culminating in the certification of the SBHC during spring 2017. This process includes preparing the new SBHC site, timely application for certification, a certification site visit, and successful and timely completion of all required action

items identified during the certification site visit. We advise the center to be open 4 to 6 weeks prior to the SPO certification site visit if possible.

- Entry into Funding Formula (2017-2019): Funding for certified SBHCs is based on the SBHC funding formula for certified sites.
 - SBHCs that have successfully completed the certification process will be eligible to enter the SBHC funding formula beginning July 1, 2017.
 - SBHC funding formula:
 - Counties with only one certified SBHC receive \$60,000/year
 - Counties with > 1 certified SBHC receive \$55,239/year for each center.
 - Annual awards are contingent upon each biennium's legislatively adopted budget and the SBHC's continued compliance with SPO Standards for Certification.

IV. Proposal Content (limit 10 pages)

Page limit does not include supporting documents such as the SBHC Planning Grant Data Worksheet, letters of support, or meeting minutes.

- 1.) Host School and Medical Sponsor (5%): Advance Phase Planning Grants will only be awarded to communities that have identified a host school and medical sponsor.
 - Identify the proposed host school for the proposed SBHC. Indicate if the local school board has provided approval to locate the SBHC at the host school. If not, describe your timeline for obtaining necessary school board approvals.
 - Identify the medical sponsor (LPHA or other qualified entity) for the proposed SBHC.
- 2.) Community Need for Assistance (25%): SBHCs are part of the State's safety net system as an access model focused on providing primary care, behavioral health and preventive services to children and adolescent who go without care.
 - Complete the SBHC Planning Grant Data Worksheet. See Section V for instructions for completing this form.
 - Provide a narrative for the data points presented in the "SBHC Planning Grant Data Worksheet." Include any additional information to explain the local need for health services among school-age youth and how the SBHC will help meet the public health needs in your community.
 - Describe how the SBHC aligns with any needs assessment work in your community (i.e., Community Health Improvement Plan, Community Health Assessment).
- 3.) Community Readiness (25%): Advance Phase Planning Grants assume the applicant has already engaged in some level of planning in the community.
 - Describe your community's SBHC planning efforts up to the present, including accomplishments and setbacks. Include information about how your planning effort has already engaged local partners, in particular the host school staff, school board, parents, and youth.

- Describe how you plan to further develop your community's readiness and community engagement efforts as you move towards the opening of the center.
- If you previously received an SBHC planning grant and were unsuccessful, describe the aspects of your previous planning efforts that prevented you from accomplishing certification within that cycle. If your proposed SBHC host school previously had a SBHC, describe challenges that led the SBHC to close and how you plan to reopen and sustain a new center at this site.

4.) Partnerships and Sustainability (20%): The "success" of an SBHC relies on strong partnerships and financial sustainability.

- Explain the current or future development of your SBHC Planning Committee. List current or potential planning committee members and, if applicable, attach minutes from planning committee meetings.
- Describe the partnerships that you have engaged or plan to engage that will assist the SBHC in meeting State Certification Standards and enhance the sustainability of the SBHC.
- Describe how the SBHC will become part of the Public Health Care Delivery System in your region. Indicate how you will collaborate with existing public health services in your area, including any other SBHCs. Describe any other physical, behavioral or dental health, social or educational entities with which your SBHC will have a relationship. This includes any referral relationships
- Describe your plans to sustain your SBHC. Include information about projections for insurance reimbursement, grant opportunities, and any additional funding sources. Describe any additional funding that has been secured for your SBHC development.

5.) Alignment with Oregon's Health Transformation Goals (10%): SBHCs are valuable and necessary partners in Coordinated Care Organization (CCO) delivery service networks and help CCO meet the needs of the pediatric and adolescent populations.

- Describe how you will partner with your regional CCO(s) during the planning process and after the SBHC has opened. Indicate if and how you plan to share information about SBHC operations and clients served with your CCO(s).
- Indicate if you plan to apply for Patient-Centered Primary Care Home (PCPCH) recognition. Describe any work has been done to align your SBHC with State PCPCH Standards.

6.) 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 (YACs), and/or youth feedback on the renovation, design and marketing of the center.
- Describe any plans the medical sponsor has to ensure the SBHC offers youth-

centered care. This may include policies and practices related to student access, confidential services, provider training, clinic environment and appearance, service integration, and cultural competency.

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

- Include a detailed timeline of your planning efforts for the year. Provide a month-by-month projection of activities, including community meetings, marketing efforts, construction and renovation, staff training, opening of center, certification site visit, etc.
- Provide a detailed budget for this planning year (July 1, 2016 through June 30, 2017) including how the State awarded planning funds will be used to meet the identified planning activities necessary to progress certification of the SBHC.

V. SBHC Planning Grant Data Worksheet:

Completion of this form is required for all applicants. This form is not considered as part of the maximum 10 page limit.

- Complete the attached “SBHC Planning Grant Data Worksheet.” For each of the identified Funding Priority Areas, provide the requested metric(s), the year to which the data apply, the geographic region to which these data pertain (e.g., school, community, county, etc.), and the source of these data. Please identify data for the most specific geographic area possible. The goal of collecting this information is to help SPO better understand the unique needs of your community and to compare all planning grant applicants according to a standard set of metrics.
- The accompanying “Suggested Data Sources” document provides some optional resources for obtaining these data points. You may obtain data from sources other than those suggested, but please indicate the source in the SBHC Planning Data Worksheet. The Office of Rural Health will also provide Community Service Area Profiles for rural/frontier communities. You can contact Emerson Ong, Data/GIS Analyst for more information: ong@ohsu.edu or 503-494-4450.

VI. Letters of Support:

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

- Attach a letter of support from the host school’s principal and superintendent.
- Attach either a Memorandum of Understanding or a letter of intent to sponsor from the organization that will be the SBHC medical sponsor. If the LPHA is the medical sponsor, include either a MOU between the LPHA and partner organizations (e.g., school district, etc.) or a signed letter of intent to sponsor from the LPHA Administrator. For more information on the medical sponsor responsibilities please visit the Certification Standards tab at www.healthoregon.org/sbhc.
- Letters of support from your regional CCO, planning committee members and other community partners are recommended but are not required.

VII. RFP Q&A Calls

SPO will hold two calls for all interested parties to call in and participate in RFP Q&A sessions. These calls are designed to offer an open forum format to answer questions as they arise. Each call is set up for half an hour. To participate from any telephone, call **1-877-848-7030** and enter participant code **148921** on the following dates and times:

- April 26th, 3:00-3:30pm
- May 5th, 11:00-11:30am

VIII. 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 May 27th, 2016.**
- 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.
- Applications will be reviewed by a panel according to the scoring guide above. The SPO will notify all LPHAs of their award status by June 15th, 2016.

Please submit one copy of your proposal to:

By e-mail (preferred) to:

kathryn.m.odonnell@state.or.us

By postal mail to:

Kate O'Donnell

School Based Health Center Systems Development Specialist

Oregon Health Authority/Public Health Division

800 NE Oregon Street, Ste. 805

Portland, OR 97232

Or by Fax to:

971-673-0250

Attn: Kate O'Donnell

Questions regarding this RFP should be directed to

Kate O'Donnell

kathryn.m.odonnell@state.or.us

971-673-0250