
School Based Health Center Certification

Preparing for a Certification Site Visit



Oregon
Health
Authority

The logo for the Oregon Health Authority is centered at the bottom of the slide. It features the word "Oregon" in a smaller, orange, sans-serif font above the word "Health" in a larger, blue, serif font. Below "Health" is the word "Authority" in a smaller, orange, sans-serif font. The entire logo is set against a light blue, curved background element.

Objectives

- Understand the Goals and Purpose of School Based Health Center Certification
- Review Certification and Partnerships Roles
- Update on upcoming Certification Schedule
- How to prepare for Certification and a Certification Site Visit
- What to expect during a Certification site visit



SBHC Certification Overview

Goals

- Increase emphasis on Best Practices
- Reduce site-to-site variability
- Increase the ability to study clinical outcomes
- Increase the potential for insurance reimbursement

Background

- Voluntary
- Recommended for
 - Insurance Credentialing
 - Grant Support
- Required for State supplied funding

School Based Operations

Partnerships



Certification Partnership

- State Program Office
- Health Department
- Medical Sponsor – Medical Director
- Schools
- SBHC – Site Coordinator

Role of the Local Public Health Authority – aka Health Department

- The Health Department either operates the SBHC or contracts for SBHC services
- The Health Department is responsible for oversight of state-funded SBHCs including SBHC Certification



Medical Sponsorship

The Medical Sponsor is the entity responsible for meeting all of the Certification Standards, including –



- Clinical oversight through a Medical Director
- Staffing
 - Primary Care Professional
 - Additional medical or mental health staff
 - Support Staff
- Hours of Operation for Clinical Services
- Ownership of Medical Records
- Medical liability coverage for the SBHC
- Comprehensive Primary Care Services

Role of SBHC Medical Director



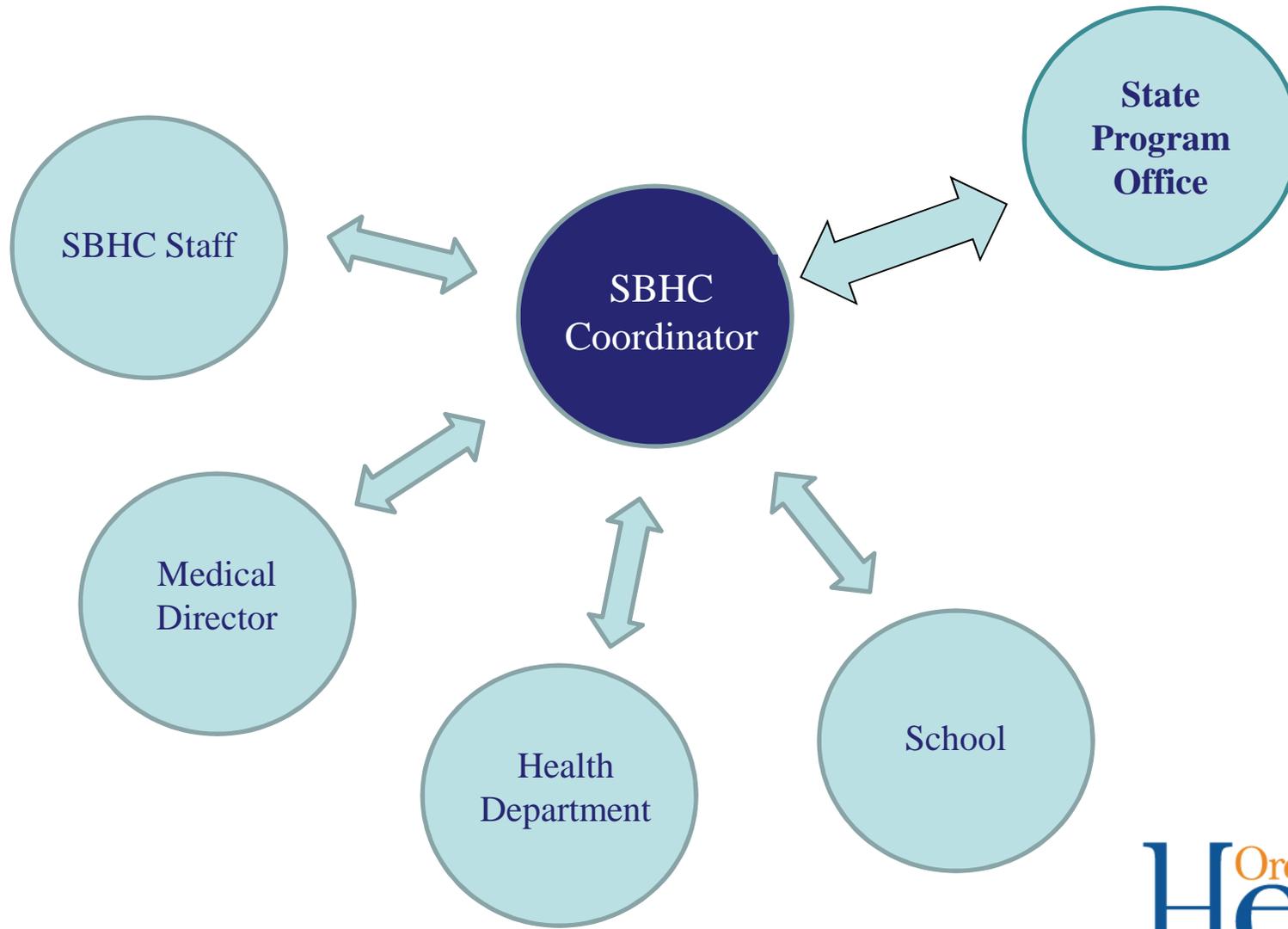
- Part of the Medical Sponsor's Team
- Oregon license to practice independently (MD, DO, ND or NP)
- At least quarterly oversight of the SBHC including –
 - Policy & Procedure development
 - Medical Record review
 - Clinical Supervision
- Accessible to SBHC staff by phone to discuss clinical issues and provide clinical assistance

Role of SBHC Site Coordinator



- Employed by one of the sponsoring agencies
- Can be one of the SBHC required staff
- Holds administrative duties outlined in a written job description
- Works closely with –
 - Health Dept (if a state-funded SBHC)
 - Medical Director
 - School
 - SBHC Staff
 - State Program Office

Role of SBHC Site Coordinator



Role of School



SBHC Facility Requirements

- Permanent Health Center space located within a school building or on campus
 - Building Codes
 - Required Spaces
-
- Purpose to provide students access to primary, preventative, mental, and education health services

Certification Elements

Pre-Site Visit Review

- Timely & accurate completion of application(s)
- Timely & accurate data submission
- Staffing requirements met
- Hours of Operation met

Site Visit

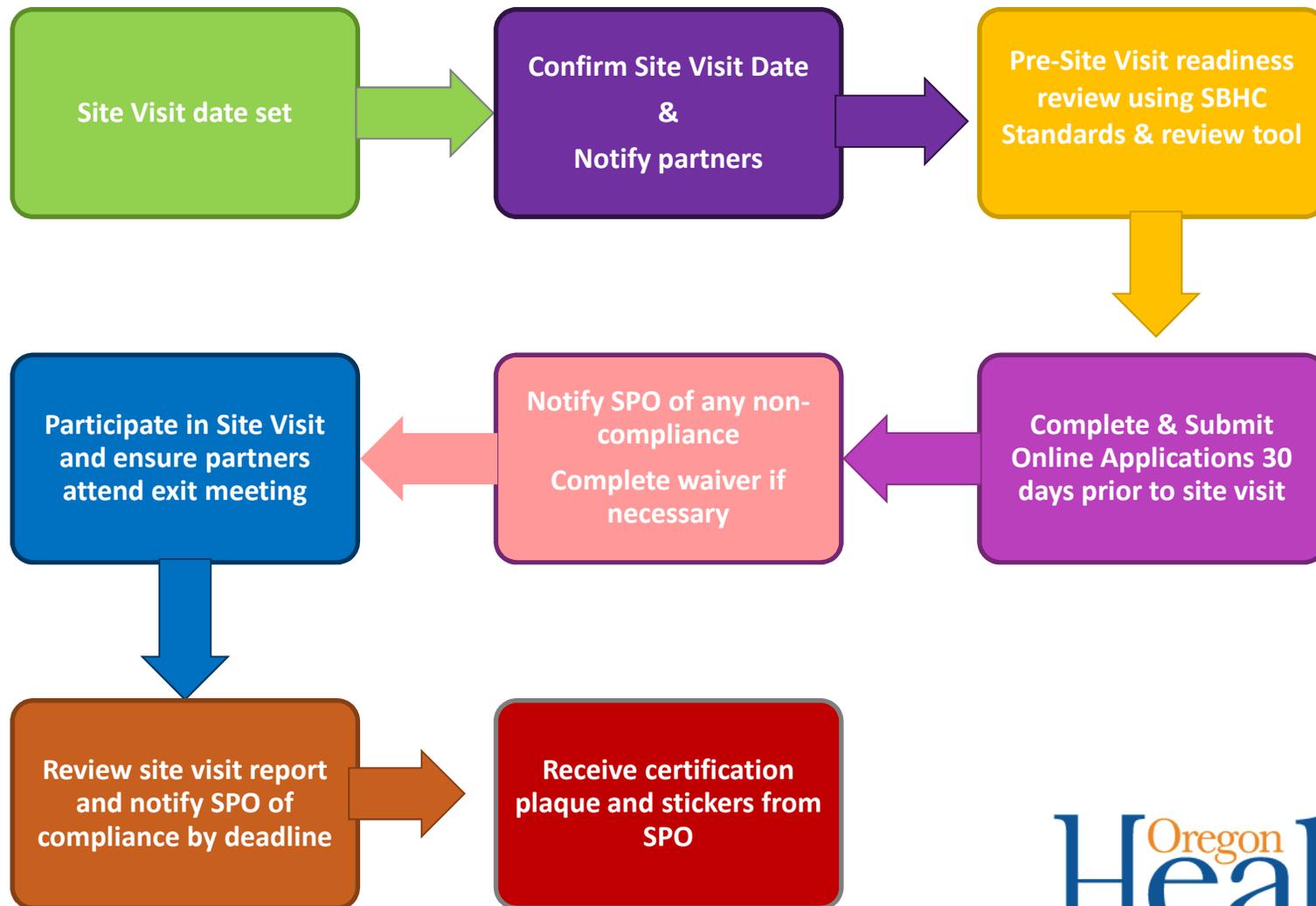
- Facility walk through
- Two (2) primary care / comprehensive appointments observed
- Review of certification binder
- Preliminary observations & findings discussed with SBHC Partners

Post-Visit Certification Decision

- SPO Team review of findings & recommendations
- Finalize Certification Report
- Evaluate documentation of remediation of non-compliance findings

Certification Process

SBHC Coordinator

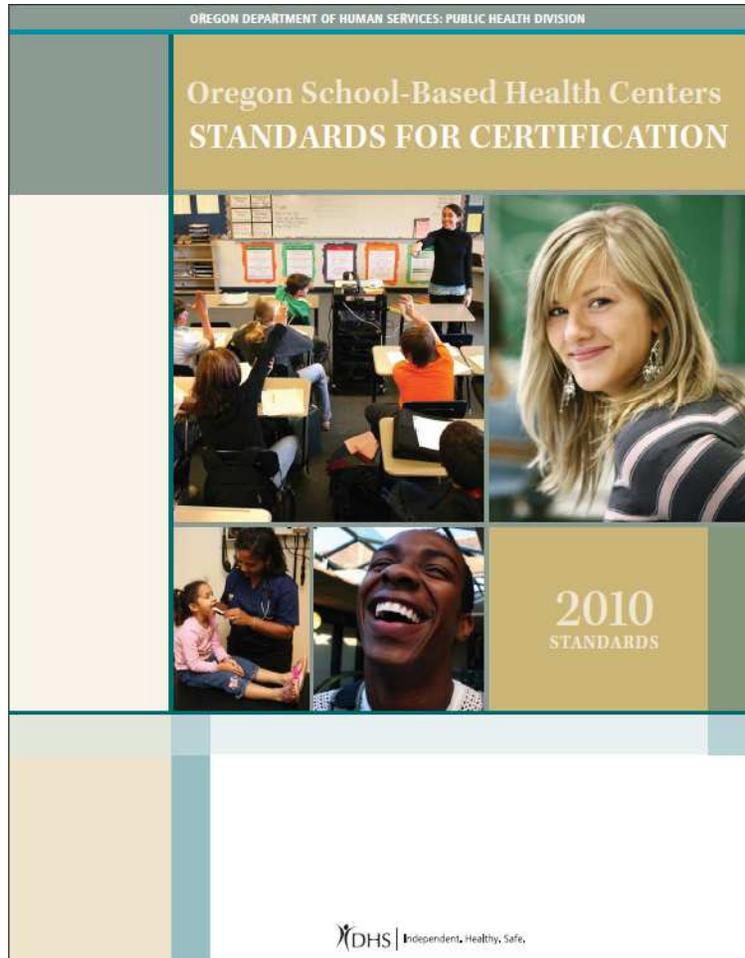


Certification Schedule



- Certification site visits occur every two years.
- If an SBHC is part of an SBHC System (a medical sponsor that operates more than one SBHC in a county), a representative sample of sites will have a certification site visit every two years
- The Site Visit Schedule for SY 2011-2012 will be published in May, 2011.

Certification Preparation



Use Standards booklet as your guide

- Facilities
- Operations and staffing
- Laboratory services
- Clinical services
- Data collection and reporting
- Quality assurance activities
- Administrative procedures for certification

Certification Preparation

SBHC Coordinator



1. Complete Application
 - The link is on the SPO certification page
2. Review Center for issues of Non-Compliance
 - Use Standards for Certification as your guide
 - Complete waiver if necessary

Site Visit Preparation

SBHC Coordinator

3. Two student appointments
 - Comprehensive or Primary Care visit (Well Child, Comprehensive Exam, or Sports Physical)
4. Review of certification binder
5. Facility walk through



Certification & Site Visit Check List

Notification of Site Visit

- Verify that SBHC is open for operation on the date/time of the scheduled certification visit
- Notify the Medical Director, County Health Department Contact , School Administration and SBHC partners of the site visit date



Certification & Site Visit Check List

30 Days Before Site Visit

- Application
- Verify comprehensive / primary care visits are scheduled for the day of the site visit
- Review SBHC for issues of non-compliance
 - Submit waiver to SPO with application if needed
- Review site visit review tool



Certification & Site Visit Check List

Day of Site Visit

- Two students/patients appointments ready
- Policies & Procedures Certification Binder Reviewed & Updated
- Coordinator on site to participate in site visit



Day of Visit

Quality Assurance Coordinator



Site Visit

- Walk-through of facilities
- Review of Certification Binder
- Follow two students through entire appointment
- Onsite technical assistance
- Guidance on best practices
- Summary review meeting

Site visit guide

<http://public.health.oregon.gov/HealthyPeopleFamilies/Youth/HealthSchool/SchoolBasedHealthCenters/Pages/certification.aspx>

Day of Visit

Quality Assurance Coordinator



Chart Review

- Review sample of Medical Records
 - Risk Assessment
 - Comprehensive Physical Exam
 - BMI

Key Performance Measures

<http://public.health.oregon.gov/HealthyPeopleFamilies/Youth/HealthSchool/SchoolBasedHealthCenters/Pages/data-requirements.aspx>

Data Reporting Requirements

- Compatible Electronic Reporting System
- Annual Reporting Required
 - (mid-year may be requested)

Variables

- Unique patient identifier
- Date of birth
- Gender
- Race *
- Ethnicity*
- Insurance status *
- Date of visit
- Location of visit
- Provider type *
- CPT visit code(s)
- Diagnostic code(s)

* *As defined by State Program Office*

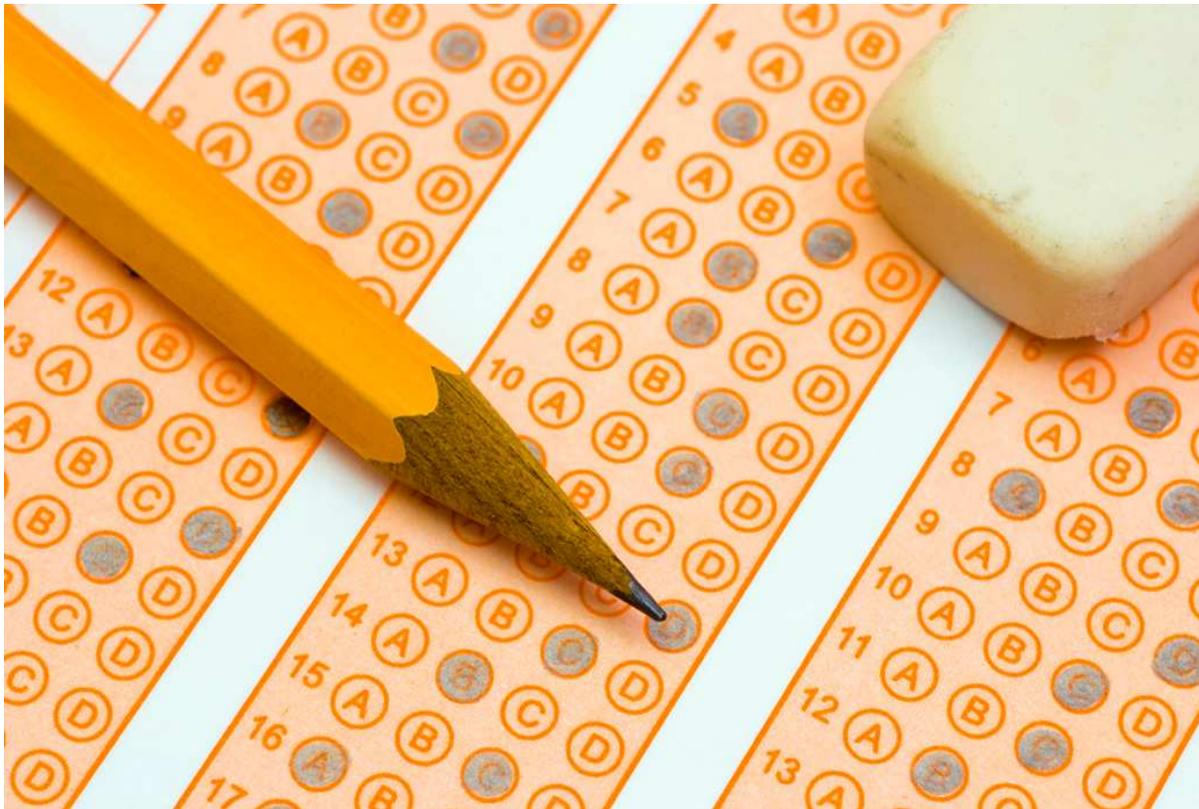


Site Visit Follow Up



- Receive SBHC site report
- Follow up on action items
- Receive Certification- plaque and stickers

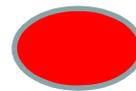
Quiz Time



Question 1

Health Insurance Portability and Accountability Act (HIPAA) training needs to be done annually

True or False



Answer 1

True!

HIPPA training needs done annually. During certification site visit SBHC clinic will need to show documentation that staff has completed training

Question 2

A common compliance issue found during certification site visits is:

- a) Policies and Procedures not signed and updated by the Medical Director
- b) Staff members not attending
- c) Facility not meeting ADA requirements
- d) Lab space is not clearly defined

Answer 2

Answer: a

A copy of all Policies and Procedures are required to be reviewed and signed by the medical director and administrator/coordinator at least every 2 years

Question 3

What is NOT a required part of preparation for SBHC Certification.

- a) Having two student health visits ready for day of visit
- b) Reviewing Certification site visit Review Tool
- c) Using Certification Standards booklet to review SBHC site compliance
- d) Filling out and turning in Applications
- e) Filling out a waiver for non-compliance issues

Answer 3

Answer: b

Reviewing the Review Tool is not required but it is helpful in preparing for a site visit. All other items listed are required.

- Having two student health visits ready for day of visit
- Using Certification Standards booklet to review SBHC site compliance
- Filling out and turning in Systems and Centers Applications
- Filling out a waiver for non-compliance issues

Question 4

Which of the following people can you invite to a site visit

- a) Local Health Department SBHC Coordinator
- b) Medical Director/Sponsor
- c) School Principal
- d) SPO Quality Assurance Coordinator
- e) All of the Above
- f) B only

Answer 4

Answer: E

Health Department staff member should attend the site visit and inviting other partners involved with the SBHC is preferable.

Question 5

Which of the following is NOT a role of the site coordinator?

- a) Holds administrative duties outlined in a job description
- b) Communicates with SBHC partners
- c) Provides quarterly oversight of the SBHC
- d) Reviews center for issues of non compliance
- e) Coordinates site visits with Quality Assurance Coordinator

Answer 5

Answer: C

Providing quarterly oversight of the SBHC is the role of the medical director.

- Holds administrative duties outlined in a job description
- Communicates with SBHC partners
- Reviews center for issues of non compliance
- Coordinates site visits with Quality Assurance Coordinator

Review of Objectives

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For more Information

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