

Certification Process for NEW SBHCs

STEP 1: Prepare to Apply for Certification

In order to be eligible to apply for certification, the SBHC must be:

- Open and fully operating
- Meeting all Standards for Certification*
- VFC Certified (www.healthoregon.org/vfc)
- Currently certified by CLIA to perform appropriate levels of testing (www.healthoregon.org/ll)
- Be ready to submit these items to the SPO:
 - Required policies and procedures as outlined in Standards for Certification
 - SBHC floor plan
 - Organizational chart identifying partnerships/structure
 - Partnership agreements (i.e. MOU, IGA)
 - Copy of current CLIA certificate
 - OCHIN visit/encounter data permission form OR data sample of 2-4 weeks of data (for non-OCHIN sites) **

STEP 2: Submit Initial Certification Application and Required Materials

- Complete the SBHC Initial Application for Certification* online
- Email the following application materials to sbhc.program@state.or.us within one week of application submission:
 - SBHC floor plan
 - Organizational chart identifying partnerships/structure
 - Partnership agreements (i.e. MOU, IGA)
 - Copy of current CLIA certificate
- Fax OCHIN visit/encounter data permission form to 971-673-0250 OR secure email the data sample to sbhc.program@state.or.us (2-4 weeks of data)

STEP 3: State Program Office (SPO) Reviews Application and Submitted Materials

SPO will send letter of approval or denial to Local Public Health Authority (LPHA) and applicant (if not the LPHA) within 30 days.

STEP 4: If Application is Approved, SPO will schedule Certification Verification Site Visit

*SPO will contact LPHA and applicant (if not the LPHA) to schedule site visit. SBHC is assigned a Public Health Nurse as per the SPO Certification Team Territories**

STEP 5: Fulfill Pre-site Visit Requirements

- Complete Online SBHC Operational Profile (*login information provided by SPO*)*
The following Operational Profile tabs must be completed prior to site visit:
 - Details
 - Operations
 - Staff
 - Shift HoursInstructions to complete Operational Profile include:
 - Operational Profile Users Guide*
 - SBHC Role Descriptions*
- Email required materials to assigned Public Health Nurse **no less than two weeks prior to site visit. This may include, but is not limited to:**
 - Required policies and procedures
 - ALERT IIS vaccine eligibility by age report
 - ALERT IIS vaccine eligibility by vaccine report
 - ALERT IIS vaccine accountability report

STEP 6: Prepare for Site Visit

- Review Standards for Certification*
- Check Certification Verification Review Tool* for areas that will be assessed during the site visit
- Schedule two well-child visits of school-aged youth to occur during site visit
- Assemble certification binder with partnership agreements and policies and procedures (tabbed binder provided by SPO after application has been approved)

STEP 7: Day of Site Visit Requirements

SPO will conduct the following activities:

- Review of documents, policies and procedures, and records
- Review of electronic medical record systems, review of electronic health records systems, and review of practice management systems
- Review of data reports from electronic systems or other patient registry and tracking systems
- Interviews with practice management, clinical and administrative staff
- On-site observation of practice staff with at a minimum 2 patients, with consent of the patient
- On-site observation of patient environment and physical environment

Applicant will participate in site visit including having Site Coordinator on site, invite partners to exit interview, and participate in exit interview

STEP 8: Site Visit Report

SPO will send written site visit report within two weeks of site visit

- Complete any indicated Action Items by listed deadlines

STEP 9: Congratulations – Your SBHC is CERTIFIED!

*More information can be found on the [Certification Standards](http://www.healthoregon.org/sbhc) page at www.healthoregon.org/sbhc.

**More information can be found on the [Data Requirements](http://www.healthoregon.org/sbhc) page at www.healthoregon.org/sbhc.