

## CHECKLIST FOR STARTING A SCHOOL-BASED HEALTH CENTER

- 1) Identify a lead organization to oversee the development - most likely the school or district, a local medical organization
  - a. Visit operational SBHCs in your area.
  - b. Conduct a needs assessment of the population you wish to serve.
  - c. Develop an MOU between the school district and the medical sponsor which delineates the roles and responsibilities of each party
  - d. Develop MOUs between the medical sponsor and partner agencies that will provide services in the SBHC (such as community mental health agency, local health department, etc)
- 2) Develop support from school, medical sponsor, community, and other important stakeholders and determine role for each in development of SBHC
  - a. Identify stakeholders that would be supporters of a SBHC.
  - b. Develop a community advisory committee.
  - c. Educate the committee about SBHCs.
  - d. Develop referral protocols between the SBHC and the school nurse and school psychologist, as well as between the SBHC and outside agencies.
- 3) Identify a location for SBHC on school campus (does location need renovation?)
  - a. Identify the school where the SBHC will be located. Identify specific space within the school. Make sure there is plumbing for hand-washing sink, patient bathroom(s), laboratory space.
  - b. Will there need to be remodeling? If so:
    - i. Obtain architectural drawings
    - ii. Obtain formal approval from the school district
    - iii. Obtain contractor
    - iv. Obtain funding
- 4) Conduct a needs assessment of school and community
  - a. Conduct a needs assessment of the population you wish to serve.
  - b. Determine staffing based on size of population served and results of needs assessment
- 5) Create a business plan for operating the SBHC.
  - a. What is the mission of the SBHC?
  - b. Who will be the legal owner/operator of the SBHC?
  - c. Create timeline of events for opening
  - d. Who will carry the necessary liability/malpractice insurance?
  - e. Who will be responsible for financial sustainability (grant writing, budgeting, accounting, preparation of tax forms, payroll, financial policies, billing and collection of patient accounts)?
  - f. Who will be eligible to receive services?
  - g. What will be the hours of operation?

- h. What services will be offered? PC and BH at minimum
- i. Laboratory – CLIA waiver?
- j. Pharmaceuticals –Pharmacy license?
- k. Disposal of hazardous waste?
- l. How will the facility be staffed?
- m. Who will supply phones, internet, housekeeping, maintenance, security?
- n. working budget - determine cost for operating SBHC (staffing, supplies, equipment, etc) and how SBHC will be funded, i.e., medical organization contribution, in-kind contributions from school (usually free rent, utilities, janitorial services, office supplies), billing Medicaid and insurances, grant opportunities (including OSAH)
- o. Develop financial policies and procedures in compliance with Medicaid, and other state and federal laws. If cash is to be collected from patients and kept in the clinic, policies to insure security of the cash and personnel are required.
- p. Develop administrative policies and procedures (child abuse reporting, confidentiality, appointments v. walk-ins, after hours coverage, medical record-keeping, etc)
- q. Develop parent consent that promotes integration of care and minors' consent laws
- r. Develop a marketing plan
- s. Develop and implement a plan for outreach and enrollment in Medicaid
- t. Develop and implement a quality assurance plan.
- u. Order furniture, medical equipment, medical supplies, office equipment and office supplies.