



# OSAH and Apex Contacts

Issue or question	Contact Name	Contact Information
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Technical support issues or questions with the iPads, Hub.	Apex Support	Email: <a href="mailto:support@apexeval.org">support@apexeval.org</a> Phone: (505) 828-0082
Data requests, data reports, or data questions. Quality improvement. Data sharing, BAAs, or other HIPAA related questions	Brenda Hutcherson, Apex HIPAA Compliance/Data Management	Email: <a href="mailto:b.hutcherson@apexeval.org">b.hutcherson@apexeval.org</a>
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	Notes	2025-26 SBHC Deliverables – Monthly Check-Off List
August		<input type="checkbox"/> Data submitted by the 15 <sup>th</sup> of each month
		<input type="checkbox"/> July - June SBHC Patient Satisfaction Snapshots sent August 1 <sup>st</sup> for each SBHC <input type="checkbox"/> Q4 Screening Summary Reports sent out August 15 <sup>th</sup> for each site
September	Operational Plans are due	<input type="checkbox"/> Data submitted by the 15 <sup>th</sup> of each month <input type="checkbox"/> SBHC Patient Satisfaction Surveys completed for 10% of students seen <input type="checkbox"/> <b>Operational Plans are due by September 30<sup>th</sup></b>
		<input type="checkbox"/> 24-25 July - June Visit Data Final Snapshots sent out September 30 <sup>th</sup> for each SBHC
October		<input type="checkbox"/> Data submitted by the 15 <sup>th</sup> of each month <input type="checkbox"/> SBHC Patient Satisfaction Surveys completed for 10% of students seen
		<input type="checkbox"/> Q1 Visit Data Snapshots sent out October 31 <sup>st</sup> for each SBHC
November		<input type="checkbox"/> Data submitted by the 15 <sup>th</sup> of each month <input type="checkbox"/> SBHC Patient Satisfaction Surveys completed for 10% of students seen
		<input type="checkbox"/> Q1 Screening Summary Reports sent out November 15 <sup>th</sup> for each SBHC
December		<input type="checkbox"/> Data submitted by the 15 <sup>th</sup> of each month <input type="checkbox"/> SBHC Patient Satisfaction Surveys completed for 10% of students seen
		<input type="checkbox"/> None
January	Mid-year Operational plans are due	<input type="checkbox"/> Data submitted by the 15 <sup>th</sup> of each month <input type="checkbox"/> <b>Mid-Year Operational Plan due by January 15<sup>th</sup></b> <input type="checkbox"/> SBHC Patient Satisfaction Surveys completed for 10% of students seen
		<input type="checkbox"/> Q2 Visit Data Snapshots sent out January 31 <sup>st</sup> for each SBHC
February	Mid-Year Snapshot calls	<input type="checkbox"/> Data submitted by the 15 <sup>th</sup> of each month <input type="checkbox"/> SBHC Student Satisfaction Surveys completed for 10% of students seen
		<input type="checkbox"/> Q2 Screening Summary Reports sent out February 15 <sup>th</sup> for each SBHC
March		<input type="checkbox"/> Data submitted by the 15 <sup>th</sup> of each month <input type="checkbox"/> SBHC Student Satisfaction Surveys completed for 10% of students seen
		<input type="checkbox"/> Mid-Year SBHC Student Survey snapshots sent March 1 <sup>st</sup> for each SBHC
April		<input type="checkbox"/> Data submitted by the 15 <sup>th</sup> of each month <input type="checkbox"/> SBHC Student Satisfaction Surveys completed for 10% of students seen
		<input type="checkbox"/> Q3 Visit Data Snapshots sent out April 30 <sup>th</sup> for each SBHC
May	End of semester Operational plans are due	<input type="checkbox"/> Data submitted by the 15 <sup>th</sup> of each month <input type="checkbox"/> <b>OP End of Year Progress Report due by May 15<sup>th</sup></b> <input type="checkbox"/> SBHC Student Satisfaction Surveys completed for 10% of students seen
		<input type="checkbox"/> July - April Visit Data Snapshots sent out May 25 <sup>th</sup> for each SBHC <input type="checkbox"/> Q3 Screening Summary Reports sent out May 15 <sup>th</sup> for each SBHC
June		<input type="checkbox"/> Data submitted by the 15 <sup>th</sup> of each month <input type="checkbox"/> SBHC Comprehensive Screening completed for 75% of students seen



July		<input type="checkbox"/> Data submitted by the 15 <sup>th</sup> of each month <input type="checkbox"/> SBHC Student Satisfaction Surveys completed for 10% of students seen
		<input type="checkbox"/> Q4 Visit Data Snapshots sent out July 31 <sup>st</sup> for each SBHC

## Data Submission Outcomes

Data Submission	Submission Due	Report Created	Report Produced
<b>Visit Data Exports</b> Includes every visit and every code for each patient seen at the clinic	Monthly submission due to Apex by the 15 <sup>th</sup> of each month	<b>Visit Data Snapshot</b> This report includes patient demographic information, insurance status, and performance measure data.	October 31  January 31  April 30  July 31
<b>Just Health Administration</b> Ideally every patient who is seen in the clinic will be given a comprehensive health screening once annually.	The data will sync automatically once a patient finishes the assessment, if your iPads are connected to wifi	<b>Screening Summary Reports</b> Includes the aggregate adolescent health behavior data, with state comparisons, and YRRS comparisons where applicable	November 15  February 15  May 15  August 15
<b>SBHC Patient Satisfaction Survey Administration</b> Ideally every patient who is seen in the clinic will be given the survey once annually.	<b>iPad Version:</b> The data will sync automatically once a patient finishes the assessment, if your iPads are connected to wifi	<b>SBHC Patient Survey Snapshot</b> Includes the aggregate survey data, with state comparisons	March 1  August 1