School-based Health Center Road Map

**SCHOOLS**

**PREREQUISITES**
- Demonstrate income and geographic need using demographic data
- Operate within our service region

**BUILD ADMINISTRATIVE AND COMMUNITY SUPPORT**
- Develop support of school leaders for SBHC and potential medical partner
- Develop plan to provide space
- Determine whether school or community funding is available
- Identify, develop community champions
- Begin identifying most pressing community health needs, services desired

**IDENTIFY MEDICAL PARTNER**
- Meet with medical partners to discuss the project
- Develop an MOU with medical partner and apply for funding

**MEDICAL PARTNER**

**PREREQUISITIES**
- Able to operate and bill from desired location
- Able to provide desired services

**BUILD ADMINISTRATIVE SUPPORT**
- Develop support from administration and/or board for service expansion
- Hospital partners: develop support for ongoing investment of community benefit dollars
- Identify other potential funding partners

**IDENTIFY SCHOOL DISTRICTS**
- Meet with leadership of possible school sites to explore and discuss the project
- Develop an MOU with school district and apply for funding

**INTERACT FOR HEALTH**

**WITH SCHOOL DISTRICT**
- Educate about SBHC benefits and responsibilities for school district
- Visit school districts, discuss project
- Inform about how to be competitive for medical partner, funding
- Inform about potential medical partners and facilitate meetings

**WITH MEDICAL PARTNER**
- Educate about SBHC benefits and responsibilities for medical partner
- Inform about potential school sites and facilitate meetings

**WITH BOTH**
- Facilitate conversations between education-health partners
- Invite partners to apply for planning grant
- Use rubric to make funding decisions

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**IMPLEMENTATION GRANTS AWARDED**

**PREPARATION**
- Complete facility build or remodel

**OPERATIONS**
- Determine demographics to be served and location of SBHC

**ENGAGEMENT (IN COLLABORATION WITH MEDICAL PARTNER)**
- Communicate with school staff
- Communicate with families
- Communicate with community members
- Communicate with other local health providers
- Develop plan to distribute and promote consent forms to students

**PREPARATION**
- Develop business plan and prepare to apply for implementation funding

**OPERATIONS**
- Determine demographics to be served and location of SBHC
- Develop plan for staffing, schedule and services
- Advertise positions and begin hiring staff
- Purchase supplies and equipment
- Submit and get scope or billing address approved

**ENGAGEMENT**
- Advertise services to school staff, families and community
- Communicate with community leaders and other local health providers
- Start collecting consent forms from students

**FUNDING**
- Collaborate with district and Interact for Health to secure implementation funding

**PREPARATION**
- Connect to experienced providers for resources, examples of policies, consents, job descriptions, etc.

**OPERATIONS**
- Solve problems unique to each SBHC as needed

**ENGAGEMENT**
- Attend engagement events or make joint presentations to community councils, school groups, Rotary, etc.

**FUNDING**
- Reach out to possible funders, arrange meetings and site visits
- Write letters of support
- Discuss contingency plans if all needed money not available

**APPLICATIONS**
- Attend partner meetings with school leadership prior to medical partner submitting implementation request
- Determine if planning grant needs to extend into implementation

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**RFP RELEASED, 2-3 PLANNING GRANTS AWARDED**

**PREPARATION**
- Set up for IT, EMR and phones
- Plan grand opening

**ENGAGEMENT**
- Continue engagement and grow number of consents
- Start service delivery

**COORDINATION**
- Establish check-in meetings between school and SBHC
- Site visit with health provider

**REPORTING**
- Plan and collect data for Growing Well
- Final reports to funders

**PREPARATION**
- Sign grant agreement, evaluation plan
- Hire and orient staff covered by grant
- Buy supplies, equipment funded in grant
- Set up for IT, EMR and phones
- Plan grand opening

**ENGAGEMENT**
- Continue engagement and grow number of consents
- Start service delivery

**COORDINATION**
- Establish check-in meetings between school and SBHC
- Site visit with school

**REPORTING**
- Plan and collect data for Growing Well
- Present at least annual reports to school and funders
- Final reports to funders

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**PREPARATION**
- Advise and help solve problems
- Finish evaluation plan
- Advise on planning grand opening
- Orient on data reporting and quality indicators

**ENGAGEMENT**
- Check in at monthly provider meetings and advise as indicated
- Promote stories and successes

**COORDINATION**
- Check in and advise as indicated
- Attend site visits at SBHC

**REPORTING**
- Offer technical assistance as needed
- Attend presentation of report to school board, other funders, annual and final site visits