



SBHC Operational Profile Training

November 2021



Agenda

- ✓ SBHC Site Coordinator role
- ✓ Why, When & Where
- ✓ Operational Profile structure
- ✓ Staff – Who to include/Roles
- ✓ State Program Office (SPO) changes to Operational Profile
- ✓ Helpful Hints
- ✓ Audit Process
- ✓ Operational Profile User's Guide

SBHC Site Coordinator role & responsibilities

- Manage Operational Profile
 - Oct 1st deadline (*12/1 this year*)
 - Update as changes occur throughout the year
 - Identify staff for certification required SBHC roles
- Attend Coordinators Meetings
 - October, Winter, Spring
- Forward SPO email communications to SBHC staff as needed
- Communicate with partners
 - LPHA, outside MH Agencies, SBHC Staff, SPO, etc.
- Submit Encounter Data
 - Mid-year, year-end
- Submit Satisfaction Surveys
 - Mid-year, year-end
- Prepare for and participate in site visits

Why have an Operational Profile?

- Demonstrates sites are in compliance with the Standards for Certification, Version 4 such as:
 - Staffing roles & shifts, hours of operation, identify services offered on-site or by referral, waivers, Key Performance Measures & financial information
- Enables SPO to answer questions from legislators or partners regarding information such as:
 - PCPCH Status, number of centers with Youth Advisory Councils, number of centers with Oral Health Providers, etc.
- Provides a snapshot of the SBHC
 - Population served, staffing beyond certification requirements, specific services provided (contraception, etc.)

Why have an Operational Profile?

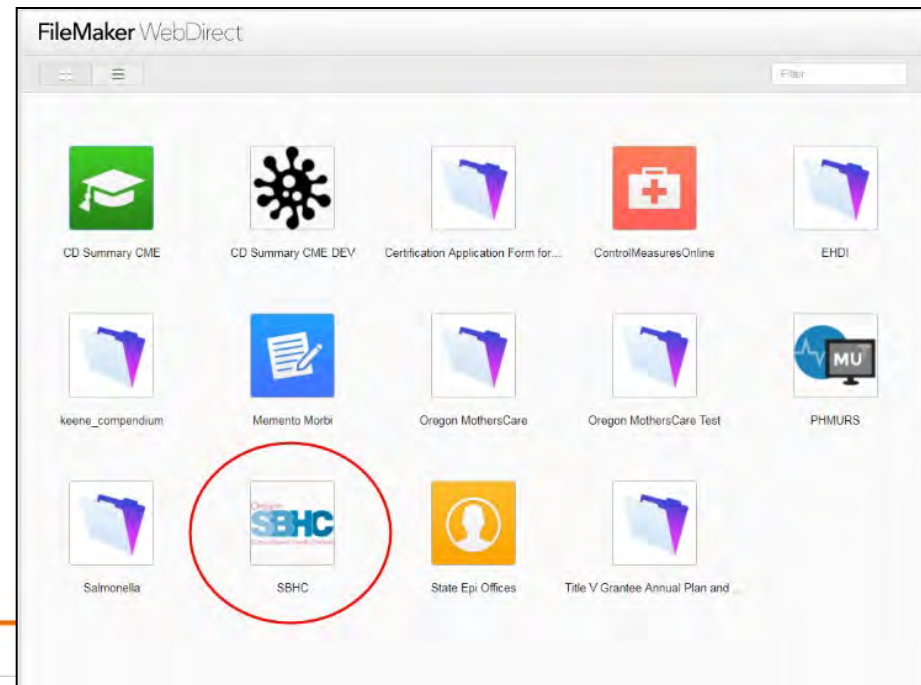
- Demonstrates and showcases all the great services provided above and beyond the certification requirements.
- Provides a comprehensive overview of what the SBHC does for the student population and community members:
 - Population served
 - Staffing beyond certification-required roles
 - Specific services provided on-site (developmental, behavioral, reproductive health, contraceptive services, etc.)

When to fill out and Update the Profile

- For new sites, after initial certification application approval: By date provided by SPO after application has been approved.
- After certification – October 1st Deadline (this year's deadline is 12/1/2021): Yearly renewal
- As changes occur throughout the year: Sites are required to keep their Operational Profile up to date
- Prior to a verification site visit

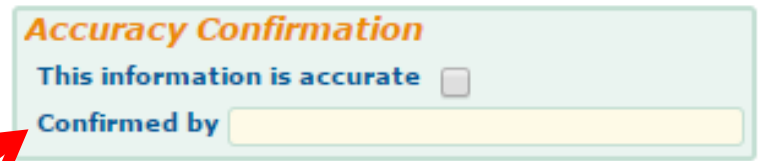
Where to get started

- Access the **login** page using Chrome or Internet Explorer:
<http://epiweb.oha.state.or.us/fmi/webd#>
- Link is posted on SPO website (Certification Standards page, Data requirements page)
- Login information is issued by SPO
- SPO Email: sbhc.program@dhs.oha.state.or.us



Operational Profile structure

- You must review, update, confirm accuracy or create entries on the following tabs/pages in the database:
 - Details
 - County, Medical Sponsor, Mental Health and Dental Health agency contact
 - Operations
 - Staff
 - SBHC Shift Hours
 - Services
 - KPMs
 - Financial
- You must mark the accuracy confirmation boxes. We assume the OP tab is incomplete if the box is unchecked.



Accuracy Confirmation
This information is accurate ☐
Confirmed by

Reminder

- SBHC **details, operations, staff, shift hours and services** information should be for the current year (July 1, 2021 to June 30, 2022).
- **KPM and Financial data** should be from the previous year (July 1, 2020 to June 30, 2021).

Operational Profile database layout

- The next several slides include screenshots from the database displaying information collected on each tab and a few helpful hints.
- This presentation is only a high-level overview.
- Review the Operational Profile User's Guide for detailed step-by-step instructions on how to update and create entries in each section of the database.
- The User's Guide is posted on the SPO website and is referenced on both the Certification and Data pages:

[Link to User's Guide](#)

Details 'tab'

Fake SBHC

SBHC ID 753

Details

Operations

Staff

Shift Hours

Services

Cert Waiver

KPM

PH Revenue

MH Revenue

SBHC Name **Fake SBHC**

Host School Name Fake High School

SBHC Info

SBHC Physical Address

Address Line 1 555 Ne 9th ave

Address Line 2

Portland or 97211

Phone 555-555-5555

Fax 555-555-5555

SBHC Mailing Address

☐ Same as Physical

Mail Address Line 1 555 Ne 9th Ave

Mail Address Line 2

Portland OR 97211

InfoSystem Epic

Primary Care EMR Fancy EMR

Mental Health EMR Fancy EMR

Bill 3rd party ☒ Yes ☐ No

Electronic Claim ☐ Yes ☒ No

County Info

County Cascadiaq

Edit County Info

Primary Contact Testy

Smittest

Phone 555-555-5553

Email TS@cascadiaq.co.com

System/Medical Sponsor Info

System zCascadiaTest

Edit System

Primary Contact kj sdf

William

Phone 503-123-4564

Email joe@testsystem.com

Mental Health Agency

Mental Health Oregon Mental Health Agency

Primary Contact Thanos

Phone 123-971-1101

Email OMHA@OMHA.com

Dental Health Agency

Dental Health Oregon Dental Agency

Primary Contact Captain America

Phone 123-123-1234

Email ODA_Dental@Dental



PLEASE!! Update primary contact details for mental health and dental services

Agency Confirmation

Information is accurate ☒ 8/7/2019

Confirmed by Fake Staff

Operations 'tab'

 **SBHC Detail - Web** 

HOME LIST

Fake2

Details **Operations** **Hours of Operation**

Annual update of the tab is required. Pay special attention to population served, PCPCH status, presence of a Youth Advisory or School Health Advisory Council and its primary contact (an email list is created with this information).

Populations Served

Serves students from other schools ☐ Yes ☒ No

Names of schools or districts that your SBHC serves

Serves Non School-aged Population ☒ Yes ☐ No

Population Served

☒ Pre-K (Children from birth through 5 years of age)

☐ Post High School individuals

☐ Faculty and Staff of the school

☐ Other

Please enter any other non-student populations served by this SBHC


FQHC

Are you a Federally Qualified Health Center (FQHC) site? ☒ Yes ☐ No

PCPCH

PCPCH Status ☒ Yes ☐ No

Tier

Date of Last Recognition 

Youth Advisory Council

Do you have a Youth Advisory Council? ☒

Primary Contact

Name


Email

Accuracy Confirmation

This information is accurate ☒ 7/13/2021

Confirmed by

Hours of Operation 'tab'

 **SBHC Detail - Web** 

HOME LIST

Fake2

Details Operations **Hours of Operation**

This tab is used to evaluate whether a site meets certification requirements for days of the week and total open hours. You should confer with an Outside MH Agency to ensure hours are properly documented.

Primary Care Hours of Operation

	In-person Hours			In-person Summer Hours	
	Open	Close		Open	Close
Monday	9:00 AM	1:30 PM	Open During Summer <input type="radio"/> Yes <input checked="" type="radio"/> No	Monday	
Tuesday				Tuesday	
Wednesday	9:00 AM	1:30 PM		Wednesday	
Thursday	9:00 AM	3:30 PM		Thursday	
Friday	9:00 AM	3:30 PM		Friday	

Mental Health Hours of Operation

	In-person Hours	
	Open	Close
Monday	9:00 AM	1:30 PM
Tuesday		
Wednesday	9:00 AM	1:30 PM
Thursday	9:00 AM	1:30 PM
Friday	9:00 AM	1:30 PM

Accuracy Confirmation

This information is accurate ☒ 7/13/2021

Confirmed by test

Staff - Roles

- SBHCs are required to assign the following certification-required roles:
 - Immunization Coordinator
 - Laboratory Coordinator
 - Medical Director
 - Office/Health/Medical Assistant
 - Primary Care Provider
 - Privacy Official
 - Quality Assurance Coordinator
 - SBHC Administrator
 - SBHC Site Coordinator
 - Health Department SBHC Primary Contact
(only for sites whose contracts go through their Local Public Health Authority)
- Staff can hold multiple roles
- SBHC role descriptions can be found in the Standards for Certification, Version 4 on the Certification Standards page of our website (www.healthoregon.org/sbhc).

Entering staff in the Operational Profile

Staff who have on-site shifts at the SBHC or who fill any SBHC certification-required role must be entered into the database.

- Staff who work less often than weekly (i.e., monthly, bi-weekly)
- Staff whose hours are not used to meet certification requirements
- Additional roles are available for selection and those staff should be entered in the OP to reflect the SBHC's staffing model.

Alcohol and Drug counselor, Behavioral Health counselor/provider, Community health worker, Eligibility specialist, Health educator, MH counselor/therapist, Oral Health provider, Outreach worker, Psychiatrist, Psychologist, QMHA, Traditional health worker, YAC/SHAC Advisor/Coordinator

Individual Staff 'tab' – NEW *Languages spoken*

Emily Testname Staff ID: 361

Staff Shift Hours

First Emily Last Testname
Email of staff member e.test@fakesbhc.com Staff Phone # 555-555-5552
Employer Alt. Phone # 553-333-3333
(If mailing address other than SBHC)
Organization
Address Line 1
Address Line 2
City city State state Zip zip

Language(s) Spoken other than English Other Language(s), if not listed

☐ Chinese
☐ Russian
☒ Spanish
☐ Vietnamese

Certification Roles

☐ Health Department Administrator
☐ Health Department SBHC Primary Contact
☐ Immunization Coordinator
☐ Laboratory Coordinator
☐ Medical Director
☒ Nurse
☐ Office/Health/Medical Assistant
☐ Oral Health Provider
☐ Primary Care Provider
☐ Privacy Official
☐ Qualified Mental Health Professional – Licensed
☐ Qualified Mental Health Professional – Unlicensed
☐ Quality Assurance Coordinator
☐ SBHC Administrator
☐ SBHC Coordinator

Other Roles

☐ Alcohol and Drug Counselor
☐ Behavioral Health Counselor/Provider
☐ Community Health Worker
☐ Eligibility Specialist
☐ Health Educator
☐ Mental Health Counselor/Therapist
☐ Outreach Worker
☐ Psychiatrist
☐ Psychologist
☐ Qualified Mental Health Associate
☐ Traditional Health Worker
☐ YAC/SHAC Advisor/Coordinator

Credentials - Physical Health

☐ DO
☐ LPN
☐ MA/CMA
☐ MD
☐ ND
☐ NP
☐ PA
☒ RN

Credentials - Mental/Behavioral Health

☐ CADC I/II/III
☐ LCSW
☐ LMFT
☐ LPC

Credentials - Oral Health

☐ DDS
☐ DMD
☐ EFDA
☐ EFOH
☐ EPOH
☐ RDH

Enter in Credential(s), if not listed above
Other credential

SBHCs associated with Emily Testname Add SBHC

To SBHC Fake2

Systems associated with Emily Testname

zCascadiaTest

Staff members can be associated with a system, even if they aren't staff members at any SBHC in that system.

Enter in Role(s), if not listed above
Other role

This tab displays critical staff details including email, languages spoken, roles and credentials. When appropriate, you can associate staff with multiple SBHCs. ***Please confer with your SBHC's mental health staff to ensure credentials are accurately documented.*** The SPO expects this information will be reported for all SBHC staff.

Individual Shift Hours 'tab'



HOME

Staff Detail - Web



LIST

Oregon
Health
Authority

Oregon
SBHC
School-Based Health Centers

FirstName LastName

*Shift Hours entry is missing information

Staff ID 548

Staff

Shift Hours

Day	Shift Frequency	Start	End	Shift Duration	SBHC Name	Add Shift
Monday	Three times a month	12:30 PM	5:30 PM	5	Fake SBHC	✕
Tuesday	Weekly	1:30 PM	5:30 PM	4	Fake SBHC	✕
Wednesday	Weekly	7:00 AM	7:00 AM	0		✕
Monday	Weekly					
Tuesday	Once a month					
Wednesday	Twice a month					
Thursday	Three times a month					
Friday						

Warning messages display if the shift hour line is not complete.

Shift Incomplete

A listed shift is incomplete. Each shift must include the day, start time, end time, and SBHC the shift takes place. Please correct or delete the shift before continuing.

OK

Each staff member's on-site shift hours are entered on this tab. A row must include SBHC name, day of the week, shift frequency (weekly, twice a month, etc.) and start/end time. **ONLY** use standard AM/PM and not military time. *The information on this tab ensures certification requirements are met for days of the week and hours by staff type/role.*

Main Staff 'tab'

This tab compiles information from all staff records associated with the SBHC. The information ensures certification requirements are met and identifies unassigned roles.



SBHC Detail - Web



HOME

LIST

Fake2

SBHC ID 754

Details

Operations

Hours of Operation

Staff

Shift Hours

Services

Cert Waiver

KPM

PH Re

Staff

To see all existing staff in system, ADD an existing staff member to this SBHC or CREATE a new staff member click here:

Staff List

Staff Name

Roles

Credentials

To Staff

First Last

Health Department Administrator

DMD

To Staff

Sam Samuels Samuel

Laboratory Coordinator, Medical Director, Primary Care Provider

PA

To Staff

Emily Test

Nurse

RN

To Staff

Jackie Smithson

Office/Health/Medical Assistant

To Staff

Polly Pop

Privacy Official, Quality Assurance Coordinator, SBHC Administrator, SBHC Coordinator

To Staff

Bob Salomon

Qualified Mental Health Professional – Licensed

LCSW

This area will display any Certification Role(s) that are not assigned to SBHC staff members.

Only SBHCs whose contracts go through their local Public Health Department must identify a "Health Department Administrator" and a "Health Department SBHC Primary Contact".



Missing Health Department SBHC Primary Contact
Missing Immunization Coordinator

Accuracy Confirmation

This information is accurate ☒ 7/13/2021

Confirmed by Test

SBHC Shift Hours 'tab'

**SBHC Detail - Web**

HOMELIST

Oregon Health **SBHC**
Partners

Fake2SBHC ID 754

DetailsOperationsStaff**Shift Hours**ServicesCert WaiverKPMPH RevenueMH Revenue

Shift Hours

To see all existing staff in system, **ADD** a shift for an existing staff member to this SBHC or **CREATE** a new staff member click here: [Staff List](#)


	Day	Shift Frequency	Start	End	Shift Duration	Staff Member	Role
To Staff	Monday	Weekly	7:00 AM	7:00 PM	12	Emily Test	Nurse
To Staff	Tuesday	Weekly	7:00 AM	7:30 PM	12.5	Jackie Smithson	Qualified Mental Health Professional - Licensed
To Staff	Wednesday	Weekly	7:00 AM	2:00 PM	7	Emily Test	Nurse

This tab compiles information about on-site shift hours by day of the week **ONLY** for staff working in the SBHC. The staff member's role(s) will display.


To **EDIT** or **DELETE** existing staff shifts for this SBHC, use the **To Staff** button on the left side of the shift row.


Accuracy Confirmation
This information is accurate ☒ 8/7/2019
Confirmed by


Services 'tab'

HOME

SBHC Detail Web

LIST

Oregon Health Authority

Oregon SBHC School-Based Health Centers

Fake2

SBHC ID 754

DetailsOperationsStaffShift Hours**Services**Cert WaiverKPMPH RevenueMH Revenue

Comprehensive Pediatric Health Care Services

SPO wants to know about the following services and whether the SBHC is providing them **on-site or by referral**.

Please collaborate with SBHC providers (physical, mental, and oral health) to complete this section.

Sensory Screening

Hearing

☐ On-site ☐ By referral

Physical Health Services

Medical specialty services

☐ On-site ☐ By referral

Developmental/Behavioral Services

Alcohol and other drug assessment

☐ On-site ☐ By referral

Family counseling and treatment

☐ On-site ☐ By referral

Group counseling and treatment

☐ On-site ☐ By referral

Individual counseling and treatment

☐ On-site ☐ By referral

Prescriptions for mental health conditions

☐ On-site ☐ By referral

Social Services assessment and referral

☐ On-site ☐ By referral

Oral Health Services

Comprehensive oral health evaluation and treatment

☐ On-site ☐ By referral

Fluoride varnish application

☐ On-site ☐ By referral

Reproductive Health Services

HIV treatment

☐ On-site ☐ By referral

Prenatal care

☐ On-site ☐ By referral

	Dispense on-site	Prescription to pharmacy	Refer to other clinic or provider
Birth control pills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cervical Barriers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Emergency Contraception	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Implant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Injectable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IUD/IUS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Patch	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Condoms	Available on-site - Yes <input type="radio"/>		No <input type="radio"/>

Accuracy Confirmation

This information is accurate ☐

Confirmed by

Cert Waiver 'tab'

HOME **SBHC Detail - Web** LIST Oregon Health Authority **SBHC** SBHC ID 753

Fake SBHC

Details Operations Staff Shift Hours Services **Cert Waiver** KPM PH Revenue MH Revenue

Certification Waivers Add Waiver

	Date Created	Section Letter	Expected Completion	Approved	Date Approved	Date Resolved	
Select	8/7/2019						✕
Select	5/30/2019	A: Certification Process	No		6/25/2019	6/24/2019	✕

Waiver Submission Confirmation

Waiver has been sent to Oregon SBHC State Program Office for review.

OK

Waiver

Instructions located on the State Program Office website under the Certification Standards tab.

To submit the waiver, click the red "WAIVER INFORMATION COMPLETE: Submit to SPO" button ONCE to send the waiver to the State Program Office for review.

Certification Waiver Info

Submitter Contact

First
Last
Title
Email
Phone

County Contact

Has County Public Health been notified? ☐ Yes ☐ No

First
Last
Title
Email
Phone

Certification Section

Which standard is not being met?

Explanation of why standard is not being met

Action plan to meet standard

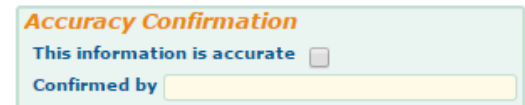
Expected date of compliance

WAIVER INFORMATION COMPLETE: Submit to SPO

If an SBHC is out of compliance for 20 days with the current Standards for Certification, a waiver must be submitted. This tab is used to submit a Waiver. Reach out to your assigned SBHC Public Health Nurse (Karen or Rebecca) with questions. County contact section on waiver is completed ONLY if SBHC funding goes through the LPHA.

Helpful Hints

- The OP User's Guide can be found on the Certification Standards page as well as the Data Requirements page of our website at: www.healthoregon.org/sbhc
- ONLY use Chrome, Safari, Edge or Internet Explorer (11 or higher).
 - Firefox and older versions of Internet Explorer will not work reliably.
- Do not use your internet browser 'back' button. Use the buttons in the Operational Profile.
- Any change is automatically saved.
- Check all the accuracy confirmation boxes.
- Staff information (roles, credentials, shift hours, languages spoken) should be double-checked for accuracy



Accuracy Confirmation

This information is accurate ☐

Confirmed by

Key Performance Measures (KPMs)

- SBHCs are committed to high-quality, age appropriate, accessible health care for school-age children.
- Each SBHC conducts an annual chart audit to assess their progress in meeting the measures. Results of audit entered in the Operational Profile every year.
- Due to COVID-19, the statewide KPM benchmarks for 2020-21 and 2021-22 have been removed.

There is a separate presentation focusing only on KPMs and the annual chart audit requirements.

Financial Revenue Tabs

- Primary care and dental services (PH Revenue tab)
- Mental health services (MH Revenue tab)
- Separate login for an outside Mental Health agency to submit their Financial entry (send an Email to SPO for login)
- Entry is for the previous year (July 1, 2020 – June 30, 2021)

The screenshot displays the 'SBHC Detail - Web' interface. At the top, there's a navigation bar with 'HOME' and 'LIST' links, and the 'Oregon Health SBHC' logo. Below this, a header shows 'Fake SBHC' and 'SBHC ID 753'. A series of tabs are visible: 'Details', 'Operations', 'Staff', 'Shift Hours', 'Services', 'Cert Waiver', 'KPM', 'PH Revenue', and 'MH Revenue'. The 'Details' tab is active, showing various information sections: 'SBHC Info' (Physical and Mailing Address, Phone, Fax, InfoSystem, EMR types, and Billing/Electronic options), 'County Info' (County, Primary Contact, Phone, Email), 'System/Medical Sponsor Info' (System, Primary Contact, Phone, Email), 'Mental Health Agency' (Agency Name, Primary Contact, Phone, Email), and 'Dental Health Agency' (Agency Name, Primary Contact, Phone, Email). An 'Accuracy Confirmation' box at the bottom right states 'This information is accurate' with a checked box and date '8/7/2019', confirmed by 'Fake Staff'. Two red arrows point to the 'PH Revenue' and 'MH Revenue' tabs.

SBHC Detail - Web

HOME LIST

Oregon Health SBHC

Fake SBHC SBHC ID 753

Details Operations Staff Shift Hours Services Cert Waiver KPM PH Revenue MH Revenue

SBHC Name: Fake SBHC Host School Name: Fake High School

SBHC Info

SBHC Physical Address

Address Line 1: 555 Ne 9th ave

Address Line 2:

Portland OR 97211

Phone: 555-555-5555

Fax: 555-555-5555

SBHC Mailing Address

Mail Address Line 1: 555 Ne 9th Ave

Mail Address Line 2:

Portland OR 97211

InfoSystem: Epic

Primary Care EMR: Fancy EMR

Mental Health EMR: Fancy EMR

Bill 3rd party: ☒ Yes ☐ No

Electronic claim: ☐ Yes ☒ No

County Info

County: Cascadiaq

Primary Contact: Testy Smithtest

Phone: 555-555-5553

Email: TS@cascadiaq.co.com

System/Medical Sponsor Info

System: zCascadiaTest

Primary Contact: kjxdl William

Phone: 503-123-4564

Email: joe@testsystem.com

Mental Health Agency

Mental Health: Oregon Mental Health Agency

Primary Contact: Thanos

Phone: 123-971-1101

Email: OMHA@OMHA.com

Dental Health Agency

Dental Health: Oregon Dental Agency

Primary Contact: Captain America

Phone: 123-123-1234



Email: ODA_Dental@Dental

Accuracy Confirmation



This information is accurate ☒ 8/7/2019

Confirmed by: Fake Staff

PH Revenue Tab

 **SBHC Detail** - Web 

HOME LIST

SBHC ID 753

Details Operations Staff Shift Hours Services Cert Waiver KPM **PH Revenue** MH Revenue

Financial - Annual Revenue [Add Annual Rev](#)

	Date Created	Fiscal Year	Total Op Rev	Date Submitted	
Select	8/7/2019				✕
Select	7/26/2019	7/1/2018 to 6/30/2019			✕
Select	7/9/2019				✕
Select	6/14/2019	7/1/2018 to 6/30/2019	\$975,626	7/1/2019	✕
Select	6/12/2019	7/1/2017 to 6/30/2018	\$24	6/13/2019	✕

Annual Revenue Info

Date Created 6/14/2019

[Revenue Breakdown by Source](#)

Fiscal Year **7/1/2018 to 6/30/2019**

Public funds (federal, state, county, city): \$778,979

Medical Sponsor Funds: \$98,777

One time grants or awards (public or private):

Fundraising and in-kind donations:

Patient fees: \$80,000

Third party billing: \$8,000

Other: \$9,870

Total Operating Revenue: **\$975,626**


[explanations/feedback](#)

[View/Edit Entry](#)


Click "Add Annual Rev" button to create a new PH entry.

Click "Select" button to view previous entries.

PH Revenue Detail 'tabs'

 **Physical Health Revenue Detail - Web**

The purpose of this report is to identify all sources of operating revenue Oregon State-Funded SBHCs receive every year.

 **SBHC**
School-Based Health Centers

SBHC Name Fake SBHC

Fiscal Year 7/1/2020 to 6/30/2021

First Name First Test

Last Name Last Test

Phone 5035555555

Title SBHC Fiscal Officer

Email fiscal@sbhc.com

Back to SBHC Detail

Public Funds/Grants/Donations

Fees/Billing

Other and Total

Select Fiscal Year and provide Contact Information.

Revenue received for each category entire fiscal year (July 1 - June 30).

Public/Medical Sponsor Funds
(This does NOT include billing revenue)

Federal Funds \$2.00
Description of Federal Funds Stuff

State Funds
SPO Base Funding \$69,879.00
SPO/AMH (Mental Health) Funds
Other State Funds \$8,000.00
Description of Other State Funds more stuff

County Funds \$465.00

City Funds \$654,987.00

School District Funds \$45,646.00

Medical Sponsor Funds \$98,777.00

Public/medical sponsor funds TOTAL \$877,756.00

Revenue Source Breakdown: Grants

Add Grant

Grantor Name	Grant Name	Amount

Add grants, fundraising and in-kind donations.

Revenue Source Breakdown: Fundraising and in-kind donations

Add Event

Event Name	Revenue

Donations TOTAL

Next Page >>

PH Revenue Detail 'tabs'



Physical Health Revenue Detail - Web

The purpose of this report is to identify all sources of operating revenue Oregon State-Funded SBHCs receive every year.



SBHC Name Fake SBHC

Fiscal Year 7/1/2020 to 6/30/2021

First Name First Test

Last Name Last Test

Phone 5035555555

Title SBHC Fiscal Officer

Email fiscal@sbhc.com

[Back to SBH C Detail](#)

[Public Funds/Grants/Donations](#)

[Fees/Billing](#)

[Other and Total](#)

Please enter total revenue received for each category below for the entire fiscal year (July 1 - June 30).

Revenue Source Breakdown: Patient Fees

Registration fees \$80,000.00

Co-pays/deductibles

Sliding scale fees from uninsured

Other patient fees

Description of other patient fees

Patient fees TOTAL \$80,000.00

Revenue Source Breakdown: Third Party Billing

Payor Type	Physical / dental health revenue	Does billing revenue include PMPM or Incentive Payments?
OHP (DMAP - FFS)	\$8,000.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
OHP (CCOs)		<input type="radio"/> Yes <input type="radio"/> No
C-Care (Family Planning)		<input type="radio"/> Yes <input type="radio"/> No
Private Insurance		<input type="radio"/> Yes <input type="radio"/> No
Other third party payor(s)		<input type="radio"/> Yes <input type="radio"/> No

Physical Health TOTAL \$8,000.00

Third party billing GRAND TOTAL \$8,000.00

This section is for viewing historic entry only. The MH Billing Revenue has been moved to a separate tab on the SBHC Detail page.

Payor Type	Mental health billing revenue	Does mental health billing revenue include PMPM or Incentive Payments?
OHP (DMAP - FFS)		<input type="radio"/> Yes <input type="radio"/> No

Mental Health TOTAL

Mental Health revenue is entered on a separate tab

Billing revenue should be adjusted charges – e.g., total charges minus any adjustments; if this is not possible, then enter payments.

[<< Previous](#)

[Next Page >>](#)

PH Revenue Detail 'tabs'



HOME

Physical Health Revenue Detail - Web

The purpose of this report is to identify all sources of operating revenue Oregon State-Funded SBHCs receive every year.



SBHC Name Fake SBHC

Fiscal Year 7/1/2020 to 6/30/2021

First Name First Test

Last Name Last Test

Phone 5035555555

Title SBHC Fiscal Officer

Email fiscal@sbhc.com

Back to SBHC Detail

Public Funds/Grants/Donations

Fees/Billing

Other and Total

Revenue Source Breakdown: Other funding source

Add Other

Source Description

Amount

LKJSD STUFF

\$9,870.00

Other funding sources TOTAL \$9,870.00

If there are other funding sources that support physical or oral health services related to the SBHC, click the Add Other button and enter the description.

Revenue Breakdown by Source

Public funds (federal, state, county, city) \$778,979

Medical Sponsor Funds \$98,777

One time grants or awards (public or private)

Fundraising and in-kind donations

Patient fees \$80,000

Third party billing \$8,000

Other \$9,870

GRAND TOTAL OPERATING REVENUE
for 7/1/2018 to 6/30/2019: \$975,626

Click this button when you've finished your submission. We will assume it is INCOMPLETE until then.

Please provide any explanations/feedback

<< Previous

FINANCIAL INFORMATION COMPLETE: Submit to SPO


MH Revenue Tab


- Separate Account Login and Password for an outside Mental Health agency to enter SBHC-related revenue and funding into the OP database.



Email request for Login and Password: SBHC.PROGRAM@DHSOHA.STATE.OR.US.
Please provide the name of your agency and SBHC(s) in the email request.

- Medical sponsors providing direct MH services will use their existing OP Login and Password.
- The medical sponsor will not have viewing access to the revenue entry when the outside Mental Health agency uses their own OP Login.

MH Revenue Tab

 SBHC Detail - Web

 LIST

Fake SBHC

SBHC ID 753

Details

Operations

Staff

Shift Hours

Services

Cert Waiver

KPM

PH Revenue

MH Revenue



Financial - Mental Health Billing

Add MH Billing

	Date Created	Fiscal Year	Total Op Rev	Date Submitted
Select	8/7/2019			
Select	8/7/2019			
Select	6/27/2019	7/1/2017 to 6/30/2018	\$5,625	8/19/2019

Click the Add MH Billing button to create new entry

MH Revenue Detail tabs

 **Mental Health Revenue Detail** The purpose of this report is to identify all sources of mental health revenue Oregon State-Funded SBHCs receive every year. 

[HOME](#) **SBHC Name** Fake SBHC **First Name** test person 5 **Phone** 555-5555 [back to SBHC Detail](#)
Fiscal Year 7/1/2020 to 6/30/2021 **Last Name** supa 5 **Title** Master 5
Email big5@email.5

Billing Revenue and State Funds **Other and Total**

Select Fiscal Year and provide Contact Information.

State Funds
SPO Mental Health Funding \$555

Revenue Source Breakdown: Third Party Billing

Payor Type	Mental health billing revenue	Does mental health billing revenue include PMPM or Incentive Payments?
OHP (DMAP - FFS)	\$55.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
OHP (CCOs)	\$5.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
Private Insurance	\$5.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
Other third party payor(s)	\$5.00	<input checked="" type="radio"/> Yes <input type="radio"/> No

Mental Health TOTAL \$70.00

Billing revenue should be adjusted charges - e.g., total charges minus any adjustments; if this is not possible, then enter payments.

[Next Page >>](#)

MH Revenue Detail tabs

 **Mental Health Revenue Detail**

The purpose of this report is to identify all sources of mental health revenue Oregon State-Funded SBHCs receive every year.

Oregon Health Authority **SBHC**
School-Based Health Centers

HOME

SBHC Name Fake SBHC

Fiscal Year 7/1/2020 to 6/30/2021

First Name test person 5

Last Name supa 5

Phone 555-5555

Title Master 5

Email big5@email.5

Back to SBHC Detail

Billing Revenue and State Funds

Other and Total

Revenue Source Breakdown:
Other funding source

Source Description	Amount	
Test 5	\$5.00	✕
test 2	\$6.00	✕

Other funding sources TOTAL \$11.00

Add Other

Revenue Breakdown by Source

State funds \$555

Third party billing \$70

Other \$11

GRAND TOTAL OPERATING REVENUE
for 7/1/2017 to 6/30/2018: \$636

Please provide any explanations/feedback

Enter any comments, additional information here.

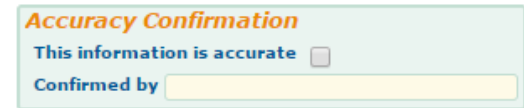
FINANCIAL INFORMATION COMPLETE: Submit to SPO

<< Previous

Click this button when you've finished your submission. We will assume it is INCOMPLETE until then.

Helpful Hints (again!)

- ONLY use Chrome, Safari, Edge or Internet Explorer (11 or higher).
 - Firefox and older versions of Internet Explorer will not work reliably.
- Do not use your internet browser 'back' button. Use the buttons in the Operational Profile.
- Any change is automatically saved.
- Check all the accuracy confirmation boxes.
- Staff information (roles, credentials, shift hours, off site addresses) should be double-checked for accuracy
- Send Loretta the KPM audit process document before performing the chart audit.



Accuracy Confirmation
This information is accurate ☐
Confirmed by

Operational Profile User's Guide

- Step-by-step instructions for making changes in the Operational Profile
- The OP User's Guide can be found on the Certification Standards page as well as the Data Requirements page of our website at: www.healthoregon.org/sbhc

SPO Operational Profile Audit Process

- The profile audit begins after the October 1st deadline
(this year's deadline is 12/1/2021)

What we will review:

- All the required areas are complete and confirmed
 - » Details, Operations, Hours of Operation, Staff, Shift Hours, Services, KPM & Financial information
 - SBHC has met minimum operating hours
 - SBHC has met minimum staffing requirements
 - SBHC has met minimum KPM requirements
 - Financial entry is complete
- Sites will be notified if they are out of compliance

Contact Information

School-Based Health Center Program

Oregon Public Health Division

800 NE Oregon St., Ste. 805

Portland, OR 97232

P: 971-673-0249

F: 971-673-0250

sbhc.program@dhsosha.state.or.us

www.healthoregon.org/sbhc