



Oregon School-Based Health Center
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Process for Application and Certification for NEW SBHCs

More information can be found on the [School-Based Health Center \(SBHC\) State Program Office \(SPO\) website](#) including information about [Standards for Certification](#).

STEP 1: Prepare to Apply for Certification

To be eligible to apply for certification, the SBHC must be:

- ☐ Open and fully operating
- ☐ Meeting all Standards for Certification
- ☐ Vaccines for Children (VFC) certified ([Oregon Immunization Program Vaccines for Children website](#))
- ☐ Currently certified by Clinical Laboratory Improvement Amendments (CLIA) to perform appropriate levels of lab testing ([Oregon's Clinical Laboratory Regulation website](#))
- ☐ Be ready to submit these items to the State Program Office (SPO):
 - ☐ Prepare to answer if Local Public Health Authority (LPHA) has been informed of the application and LPHA has opted to retain or decline the state SBHC contract
 - ☐ Required SBHC policies and procedures as outlined in Standards for Certification
 - ☐ SBHC floor plan
 - ☐ Written agreements (signed by all parties including medical sponsor, county, school district, behavioral health sponsor, and dental sponsor, as applicable)
 - ☐ Letters of support (all parties including medical sponsor, county, school district, behavioral health sponsor, dental sponsor, as applicable)
 - ☐ Copy of current CLIA certificate
 - ☐ Encounter data collection requirements (including physical, behavioral, and oral health)

* See specific details in **STEP 2** below.

STEP 2: Submit Certification Application and Required Materials

- ☐ Email SBHC.Program@odhsoha.oregon.gov to request the Certification Application. Alternatively, if you have been given access to the SPO's Groupsites, you can find the Certification Application on Groupsites.
- ☐ Email the following application materials to SBHC.Program@odhsoha.oregon.gov:
 - ☐ Completed application
 - ☐ SBHC floor plan
 - ☐ Written agreements (signed by all parties including medical sponsor, county, school district, behavioral health sponsor, and dental sponsor, as applicable)
 - ☐ Letters of support (all parties including medical sponsor, county, school district, behavioral health sponsor, dental sponsor, as applicable)
 - ☐ Copy of current CLIA certificate
 - ☐ Encounter data collection requirements (including physical, behavioral, and oral health)
 - Submit a visit/encounter data sample (2 weeks of data) via HIPAA-compliant secure transmission **OR**
 - Email the OCHIN visit/encounter data permission form to sbhc.program@odhsoha.oregon.gov:
 - JIRA Reporting Ticket Request submitted by SBHC partner(s) to OCHIN to add SBHC data to the State Program Office monthly extract (you must first request from SPO a SPO-assigned SBHC ID to submit with your JIRA reporting ticket request)
 - Upon completion of the OCHIN build, send SPO the unique OCHIN department name(s) and department ID number(s) assigned to the SBHC.

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

☐ SPO shall review the application within 30 calendar days of receipt to determine whether it is complete. If SPO determines that the application is not complete, it will be returned to the applicant for completion and resubmission. If the SPO determines that the application is complete, it will be reviewed to determine if it meets certification requirements described in OAR 333-028-0220. If the SPO determines that on the face of the application and in reviewing any other applicable documents that the SBHC meets the certification requirements the SPO shall inform the applicant in writing that the application has been approved and that the SBHC is certified.

If a SBHC does not meet certification requirements in their certification application, the SPO may choose one of the following actions: (1) The SPO may deny SBHC certification if the SBHC does not meet the certification requirements in OAR 333-028-0220 or (2) The SPO may approve the applicant's SBHC certification subject to entering into a corrective action plan that contains a timeline for meeting the noncompliant requirements. The SBHC must submit a waiver request to the Program in accordance with Section A.4 (OAR 333-028-0250).

If application is approved, proceed to STEP 4.

STEP 4: SPO Will Confirm Contracting Relationship

- ☐ SPO will email the LPHA to request confirmation on retaining or denying the state SBHC contract for the biennium.

STEP 5: SPO Will Schedule Verification Review

- ☐ SPO will contact applicant to schedule verification review that shall occur within one year of application approval. A SBHC will be notified, in writing, no less than 30 calendar days before its scheduled verification review. SPO will expect Site Coordinator to coordinate site visit with school and behavioral health sponsor.

STEP 6: Fulfill Pre-Verification Review Requirements

- ☐ Complete Online SBHC Operational Profile by a date specified by the SPO (login information provided by SPO). The following Operational Profile tabs must be completed: Details, Operations, Hours of Operation, Staff, Shift Hours, Partners, Services

Instructions to complete Operational Profile include:

- [Operational Profile Users Guide](#). Alternatively, if you have been given access to the SPO's Groupsites, you can find the Operational Profile Users Guide on Groupsites.
- [SBHC Role Descriptions are listed on pages 60-62 in the Standards for Certification](#)

- ☐ The assigned Public Health Nurse will send the Site Coordinator and Behavioral Health Sponsor Primary Contact a *SBHC Certification Verification Site Visit Requirements* document. Work through and complete the necessary items described in that document.

STEP 7: Verification Review

Prior to a verification review, SPO may conduct pre-visit meeting(s) with SBHC representative(s). A verification review may have on-site and off-site components. A SBHC must permit SPO staff access to the site's place of business during a verification review. Read the Standards for Certification Section A.2 and OAR 333-028-0240 for all the components that may be included in a verification review.

Following a review, SPO staff may conduct an exit interview with SBHC representative(s). During the exit interview the SPO staff shall: (1) Inform the SBHC representative(s) of the preliminary findings of the review; and (2) Give the SBHC representatives(s) a reasonable opportunity to submit additional facts or other information to the Program staff in response to the findings.

STEP 8: Verification Review Report

SPO will send written verification review report within 30 calendar days of site visit

STEP 9: Complete Action Items

- ☐ Complete any indicated Action Items by listed deadlines

STEP 10: Additional requirements as NEW SBHC

- ☐ Ensures at least one representative from the SBHC medical sponsor and behavioral health agency attends a SBHC orientation upon initial SBHC certification.
- ☐ Ensures appropriate staff receive SBHC orientation upon new hire or assignment of SBHC Coordinator and/or Behavioral Health Sponsor Primary Contact.
- ☐ New SBHCs certified before January 1 are required to submit financial data for that fiscal year.

You can get this document in other languages, large print, braille, or a format you prefer free of charge. Contact the School-Based Health Center (SBHC) Program at sbhc.program@odhsoha.oregon.gov or 503-798-2852 (voice). We accept all relay calls.