



Oregon School-Based Health Center Program
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Process for Certification Renewal for CERTIFIED SBHCs

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

ANNUAL CERTIFICATION REQUIREMENTS

To remain certified, SBHCs must stay in compliance per Standards for Certification. The list below outlines reoccurring due dates and deliverables, as required by the Standards for Certification and the SBHC State Program Office (SPO).

- JULY 15:**
- Visit/encounter data submission from prior school year
 - Mental Health Expansion Grant annual report (covers July - June)

- OCTOBER 1:**
- Update the Online SBHC Operational Profile for the current school year. More info in the [Operational Profile Users Guide](#)
 - Includes entire profile (Details, Operations, Hours of Operation, Staff, Shift Hours, Partners, Services)
 - Includes Annual Operating Revenue Information

- OCTOBER:**
- SBHC State Program Office Fall Conference (typically in-person in Portland or Central Oregon)

- WINTER:**
- SBHC State Program Office Winter Meeting via webinar

- JANUARY 31:**
- Visit/encounter data mid-year submission for current school year

- SPRING:**
- SBHC State Program Office Spring Meeting via webinar
 - (Odd years) SPO will review SBHC contracting relationships, with opportunity for LPHAs to make changes to funding contract holder. More information is available on the [SPO website's "Funding" tab](#).

- ONGOING:**
- Update Operational Profile as changes occur (e.g., staffing, operating hours, contact information or other updates).

VERIFICATION REVIEW REQUIREMENTS

After the initial verification review, the SPO will conduct a verification review (site visit) once per biennium (July 1, 2025 - June 30, 2027) for a representative sample of certified SBHCs in each SBHC system

STEP 1: SPO Will Schedule Verification Review

- ☐ SPO will contact LPHA and/or medical sponsor (if not the LPHA) or Tribe to schedule site visit. 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 2: Fulfill Pre-Verification Review Requirements

- ☐ The assigned SPO 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 3: 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 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 4: Verification Review Report

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

STEP 9: Complete Action Items

- ☐ Complete any indicated Action Items by listed deadlines

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.