

## Certification Process for NEW SBHCs

\*More information can be found on the [Certification Standards](http://www.healthoregon.org/sbhc) page at [www.healthoregon.org/sbhc](http://www.healthoregon.org/sbhc).

\*\*More information can be found on the [Data Requirements](http://www.healthoregon.org/sbhc) page at [www.healthoregon.org/sbhc](http://www.healthoregon.org/sbhc).

### 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\*
- ☐ VFC Certified ([www.healthoregon.org/vfc](http://www.healthoregon.org/vfc))
- ☐ Currently certified by CLIA to perform appropriate levels of testing ([www.healthoregon.org/ll](http://www.healthoregon.org/ll))
- ☐ Be ready to submit these items to the State Program Office (SPO):
  - ☐ As applicable, prepare to answer if LPHA has been informed of the application and LPHA has opted to retain or decline the state SBHC contract
  - ☐ Required policies and procedures as outlined in Standards for Certification
  - ☐ SBHC floor plan
  - ☐ Partnership agreements (i.e., MOU, IGA signed from all parties including medical sponsor, county, school district, school, mental health agency and dental agency, 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](mailto:SBHC.Program@odhsoha.oregon.gov) to request the Application for Certification\*
- ☐ Email the following application materials to [SBHC.Program@odhsoha.oregon.gov](mailto:SBHC.Program@odhsoha.oregon.gov) within one week of application submission:
  - ☐ SBHC floor plan
  - ☐ Partnership agreements (i.e., MOU, IGA signed from all parties including medical sponsor, county, school district, school, mental health agency and dental agency, 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](mailto:sbhc.program@odhsoha.oregon.gov) along with documentation of either:
      - 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), **OR**
      - SBHC has completed OCHIN build to send SBHC data to State Program Office monthly extract and provided SPO with the OCHIN department name(s) and department ID number(s).

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

*As applicable, SPO will email the LPHA to request confirmation on retaining or denying the state SBHC contract for the biennium. SPO will send letter of approval or denial to Local Public Health Authority (LPHA) and applicant (if not the LPHA) or to the tribe within 30 days.*

#### STEP 4: If Application is Approved, SPO will schedule Certification Verification Site Visit

*SPO will contact LPHA and applicant (if not the LPHA) or tribe to schedule site visit that shall occur within one year of application approval. SBHC is assigned a Public Health Nurse as per the SPO Certification Team Territories\**

#### STEP 5: Fulfill Pre-site Visit Requirements

- ☐ Complete Online SBHC Operational Profile **within two weeks of application acceptance** (*login information provided by SPO*)\*  
The following Operational Profile tabs must be completed: Details, Operations, Hours of Operation, Staff, Shift Hours, Services, KPM - Optional Biennial Selection  
Instructions to complete Operational Profile include:
  - Operational Profile Users Guide\*
  - SBHC Role Descriptions are listed in the Standards for Certification\*
- ☐ Email materials to assigned Public Health Nurse **no less than two weeks prior to site visit**. This may include, but is not limited to:
  - ☐ Required SBHC policies and procedures
  - ☐ Working alone policy, if applicable.
  - ☐ Lab policies
  - ☐ Documentation of blood borne pathogen training for each employee with occupational exposure
  - ☐ Documentation of privacy training for all SBHC workforce (physical, mental health, dental health)
  - ☐ ALERT IIS vaccine eligibility by age report
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#### STEP 6: Prepare for Site Visit

- ☐ Review Standards for Certification\*
- ☐ Review and fill out the Certification Verification Review Tool\* for areas that will be assessed during the site visit
- ☐ Review and update, if needed, the Online SBHC Operational Profile **no less than two weeks prior to site visit**

#### STEP 7: Day of Site Visit Requirements

SPO will conduct the following activities:

- Review of documents, policies and procedures, and records
- Review of electronic medical record systems, review of electronic health records systems, and review of practice management systems
- Review of data reports from electronic systems or other patient registry and tracking systems
- Interviews with practice management, clinical and administrative staff. This includes interviews with school staff including office, administration, and school nurse, if available.
- On-site observation of practice staff with school-aged patients during the site visit may occur during client intake, clinic flow, sick visits, well visits, etc. Prearranged scheduling of well visits for the reviewer to observe is not required or requested, and
- On-site observation of patient environment and physical environment during business hours

Applicant participates by having Site Coordinator on site, inviting partners, and participating in exit interview

#### STEP 8: Site Visit Report

*SPO will send written site visit report within two weeks of site visit*

- ☐ Complete any indicated Action Items by listed deadlines

#### STEP 9: Congratulations – Your SBHC is CERTIFIED!

*Required Training: At least one representative from an SBHC must attend an SBHC orientation, provided by SPO, within one year of the SPO's approval of the SBHC's certification application.*

*Brand new SBHCs certified on or after January 1 are not required to submit KPM or 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](mailto:sbhc.program@odhsoha.oregon.gov) or 503-798-2852 (voice). We accept all relay calls.