Oregon Health Authority
PUBLIC HEALTH DIVISION
School-Based Health Center Program

Oregon SBHC
School-Based Health Centers

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Re-Certification Process for CERTIFIED SBHCs

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 final report (covers January-June), if applicable**
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, Staff, Shift Hours, Services) ▪ Includes Key Performance Measures* ▪ Includes Annual Operating Revenue Information*
OCTOBER:	• **In-person Coordinator meeting (usually in Portland)***** • **SBHC Coordinators receive new Satisfaction Surveys (paper or electronic)***
WINTER:	• **Coordinator Meeting via webinar*****
JANUARY 15:	• **Visit/encounter data mid-year submission for current school year*** • **Satisfaction Surveys mid-year submission*** • **Mental Health Expansion Grant mid-year report (covers July-December), if applicable**
SPRING:	• **Coordinator meeting via webinar***** • **Each biennium, existing contracting agreements are reviewed by SPO with LPHA when contracts are renewed e.g. Spring 2021, Spring 2023**
JUNE 30:	• **Satisfaction Surveys end-of-year submission***
ONGOING:	• **Update Operational Profile as changes occur (e.g., staffing, operating hours, contact information or other updates). More info in the Operational Profile Users Guide****

CERTIFICATION VERIFICATION SITE VISIT REQUIREMENTS

After the initial on-site verification review, the SPO will conduct an on-site verification review (site visit) every two years for a representative sample of certified SBHC in each SBHC system

STEP 1: SPO will schedule Certification Verification Site Visit

SPO will contact LPHA and applicant (if not the LPHA) or tribe to schedule site visit.

STEP 2: Fulfill Pre-site Visit Requirements

- ☐ Review and update, if needed, the Online SBHC Operational Profile **no less than two weeks prior to site visit** *(login information provided by SPO)***
  - ☐ Details
  - ☐ Operations
  - ☐ Staff
  - ☐ Shift Hours
  - ☐ Services

  Instructions to complete Operational Profile include:
  - Operational Profile Users Guide**
  - SBHC Role Descriptions are listed in the Standards for Certification**
- ☐ Email required materials to assigned Public Health Nurse** **no less than two weeks prior to site visit. This may include, but is not limited to:**
  - ☐ Required policies and procedures
  - ☐ 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
  - ☐ ALERT IIS vaccine eligibility by vaccine report

STEP 3: 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
- ☐ Schedule two well-child visits of school-aged youth to occur during site visit
- ☐ Review and update, if needed, the Online SBHC Operational Profile **no less than two weeks prior to site visit**
- ☐ Update as needed the certification binder with partnership agreements and policies and procedures

STEP 4: 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 at a minimum 2 patients, with consent of the patient, parent, or guardian 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 5: 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 6: Congratulations – Your SBHC is CERTIFIED!

*More information can be found on the **Data Requirements** page at www.healthoregon.org/sbhc.
More information can be found on the **Certification Standards page at www.healthoregon.org/sbhc.
***Archived meetings can be found on the **Coordinators Meetings** page at www.healthoregon.org/sbhc.