

SBHC Certification and You:

What to expect during your first
certification site visit

What is Certification?

- First implemented in 2000, with goal to:
 - Establish clearly-defined model
 - Standardize SBHCs across Oregon
 - Increase evidence-based best practice and quality improvement
- Voluntary process
- Only sites that meet this model are eligible for certification
- Defined (2014): OARs 333-028-0200 to 333-028-0250

Oregon School-Based Health Centers

Standards for Certification



2014

Oregon
Health
Authority

Oregon
SBHC
School-Based Health Centers

Oregon
SBHC
School-Based Health Centers

Oregon
Health
Authority

So, why certify our site?

- Nationally recognized model
- Statewide network of SBHCs
- Receive state funding through funding formula
- Qualify for any additional State Program Office (SPO) grant monies
- Improve data collection and reporting
- Access to technical assistance and training

How does certification work?

SBHC Certification Process



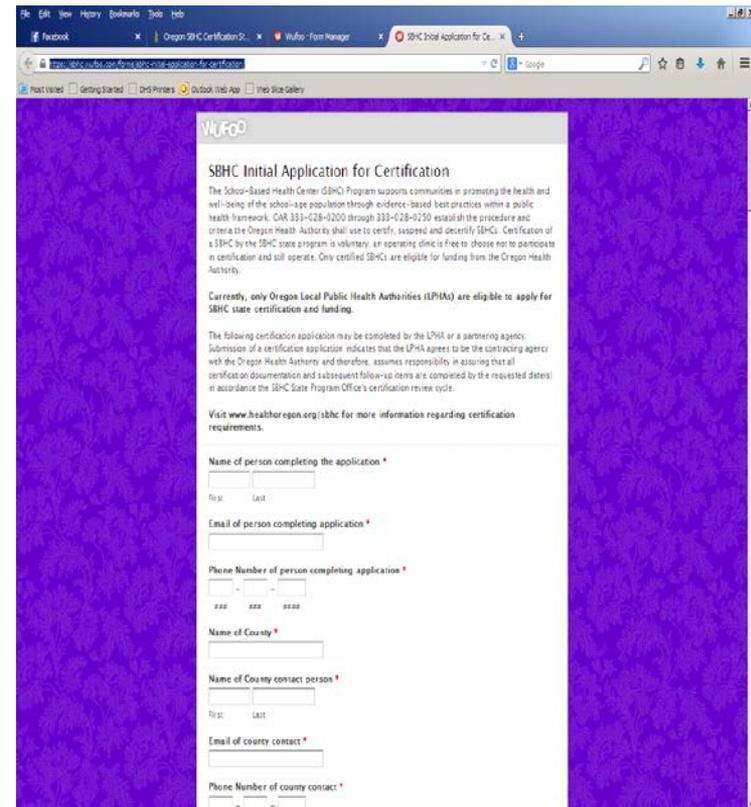
ALL MATERIALS AND INFORMATION YOU NEED TO HELP YOU TO PREPARE IS ON OUR WEBSITE:

www.healthoregon.org/sbhc

Certification Standards tab is on the left side.

Step 1: Fill out an initial certification application

- Link is on the SPO webpage:
<https://sbhc.wufoo.com/forms/sbhc-initial-application-for-certification/>
- Lots of boxes to click to attest and confirm compliance with standards



The screenshot shows a web browser window displaying the 'SBHC Initial Application for Certification' form. The form is titled 'SBHC Initial Application for Certification' and includes the following text: 'The School-Based Health Center (SBHC) Program supports communities in promoting the health and well-being of the school-age population through evidence-based best practices within a public health framework. CAR 331-028-0200 through 331-028-0250 establish the procedure and criteria the Oregon Health Authority shall use to certify, suspend and decertify SBHCs. Certification of a SBHC by the SBHC state program is voluntary. An operating clinic is free to choose not to participate in certification and still operate. Only certified SBHCs are eligible for funding from the Oregon Health Authority.' Below this text, it states: 'Currently, only Oregon Local Public Health Authorities (LPHAs) are eligible to apply for SBHC state certification and funding.' The form also includes a paragraph: 'The following certification application may be completed by the LPHA or a partnering agency. Submission of a certification application indicates that the LPHA agrees to be the contracting agency with the Oregon Health Authority and therefore, assumes responsibility in assuring that all certification documentation and subsequent follow-up items are completed by the requested dates in accordance the SBHC State Program Office's certification review cycle.' At the bottom, it says: 'Visit www.healthoregon.org/sbhc for more information regarding certification requirements.' The form fields are: 'Name of person completing the application *' (First and Last), 'Email of person completing application *', 'Phone Number of person completing application *' (Area, Prefix, Suffix), 'Name of County *', 'Name of County contact person *' (First and Last), 'Email of county contact *', and 'Phone Number of county contact *' (Area, Prefix, Suffix).

Step 2: Complete the Operational Profile

- Please complete this task at least **ONE MONTH** prior to the site visit
- The SPO will assign you a user name and password



Instant Web Publishing

Enter an account name and password to view databases hosted by FileMaker Server:

Guest Account
 Account Name and Password

Account Name:

Password:

Login

The link is available on the website:
http://west-26.fmsdb.com/fmi/iwp/res/iwp_auth.html

Step 3: SBHC Readiness Checklist (optional)

- There is a self assessment tool available on the website. This is an abbreviated tool used by the SPO to guide a site visit. It is not all encompassing.
- You may use this tool to make notes for yourself, or to do an initial walk through with staff.

SBHC Readiness Checklist

Certification Checklist

- Date of site visit confirmed with SPO
- Local public health authority / partners notified of site visit date
- Scheduled two complete physical exams or well child checks for day of site visit
- Update Operational Profile
- Submitted waiver, if necessary
- Reviewed readiness checklist (below)

Areas of review	Facilities	
	Cert. Std.	Notes
The SBHC administrator attests that the appropriate SBHC staff read and are familiar with the Standards for Certification	A.3.b.3.e-f	
The SBHC administrator attests that the appropriate SBHC staff read and are familiar with the required policies and procedures in the certification binder	A.3.b.3.e-f	
The SBHC administrator attests that the appropriate SBHC staff have enrolled and/or received necessary training for: Medicals (required for billing) Vaccines for Children (VFC) ALERT II S HIPAA Mandatory reporting for child abuse	A.3.b.3.e-f	
Evidence of quarterly (at a minimum) involvement by medical director (development of clinical policies/procedures, chart reviews and clinical oversight)	B.1.c	
SBHC meets the definition of a SBHC; permanent space located on or in a school campus	B.2.a	
SBHC verifies it meets building standards, including but not limited to wheelchair accessibility	B.2.a	
Waiting and exam rooms are youth friendly		
No safety hazards observed		

Step 4: Schedule a site visit!

Required elements:

- Two scheduled and confirmed comprehensive physical exams or well child visits;
- Review certification binder with required policies and procedures;
- Facility tour
- Interviews with staff

SPO responsibilities:

- Notify you within 30 days of a site visit
- Conduct an exit interview.
- Provide your site visit report within two weeks

Step 5: Action items

- If action items are found there is time allowed to correct the issue
- It is the coordinator's job to track the action items and notify the SPO when items are completed and provide documentation or an email with notification

SBHC Site Visit Report



Site Visited: **Fake SBHC**

Date of Visit: 8/1/2012

Certification Status: Certified

Site Contact

First Name: Firsterrific

Last Name: Lastmenson

SPO Evaluator: Matt Pitney

Active Certification Waivers		
Date Created	Certification Section	Expected Date of Compliance
11/4/2013	Data Collection/Reporting	11/21/2013
7/8/2013	Sponsoring Agency/Facility	8/20/2013
11/29/2012	Laboratory/Diagnostic Services	7/11/2014

Section Summary

Certification Sections	Met Certification Standards?
Section A: Certification Process	<input checked="" type="radio"/> Yes <input type="radio"/> No, See Action Items
Section B: Sponsoring Agency/Facility	<input checked="" type="radio"/> Yes <input type="radio"/> No, See Action Items
Section C: Operations/Staffing	<input checked="" type="radio"/> Yes <input type="radio"/> No, See Action Items
Section D: Laboratory/Diagnostic Services	<input type="radio"/> Yes <input checked="" type="radio"/> No, See Action Items
Section E: Comprehensive Services	<input type="radio"/> Yes <input checked="" type="radio"/> No, See Action Items
Section F: Data Collection/Reporting	<input type="radio"/> Yes <input checked="" type="radio"/> No, See Action Items
Section G: Billing	<input type="radio"/> Yes <input checked="" type="radio"/> No, See Action Items

Site Visit Notes

Section A: Some strengthsdf asidf
adfloashi'df
aspdfuioasdhf
aspdfujoashdfasdhfahpsdhf iasdhf optiasdhf poasdjf oasjd faso
dfj asopdjf
aosdjfoasdj jasdopfjasdopfjasdo;thas'pdfohasdopasd'pfohasddopj

Section B: Good but will need to fix the tab order...

Section C: asdfasdfasdfasdfa
asdfasdfj
a dfjoas
djf

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Most Common Findings:

- A lack of signage directing students and visitors to SBHCs location
- Missing exit and emergency exit signage
- Missing policies and procedures
- Missing signatures on policies and procedures
- Policies and procedures not inclusive of all partners
- Outdated policies and procedures
- Lack of evidence of medical director involvement
- Unlocked medication cabinets
- Patient confidentiality concerns
- Suppression of EOB/billing issues

THE MAIN THING TO REMEMBER:

DO NOT PANIC

Our goal is to help you be successful and sustainable; we are your partners and the site visits are pretty informal

What happens after the site visit?

- You receive your report within two weeks
- You have time to correct any identified action items
- Once the site has successfully completed a site visit it will receive a lovely plaque announcing your successful certification to display prominently!
- The SPO initiates an amendment to your county contract to begin funding

Certification after being certified

- Once certified there are required activities such as
 - Updating your operational profile once a year and when changes occur
 - Submitting specific data to SPO
 - Submitting waivers and contacting SPO when your center is not meeting certification standards
 - Participating in recertification
- Each biennium the SPO identifies a “representative sample” of each system for a recertification site visit

QUESTIONS?

Contact us any time, we're here to help!

sbhc.program@state.or.us will send your message to all program staff

Calling 971-673-0249 will get you into our phone system to find the right person