



OREGON
HEALTH
AUTHORITY

SBHC Operational Profile Overview

Behavioral Health Sponsors

Agenda

- ✓ Purpose of the Operational Profile
- ✓ Database layout
- ✓ SBHC staff roles and who to include
- ✓ SPO audit process
- ✓ Helpful hints
- ✓ EEEK! How do I get to the database?

Please bear with me because new information will be presented and I have no idea how fast I need to talk!

Type your questions in the chat

Due to time constraints, some questions may need to be answered in a follow-up FAQ document

What and why of the Operational Profile (OP)

- The OP is an online database where sponsors document info about their SBHC
- [Link to access OP](#)
- Information from the OP assists the State Program Office (SPO) when verifying the SBHC is compliant with the [Standards for Certification, Version 5](#)
- Along with the new Standards for Certification that went into effect 7/1/2026, behavioral health sponsors given access to the Operational Profile to update their staff records

Updating the Operational Profile

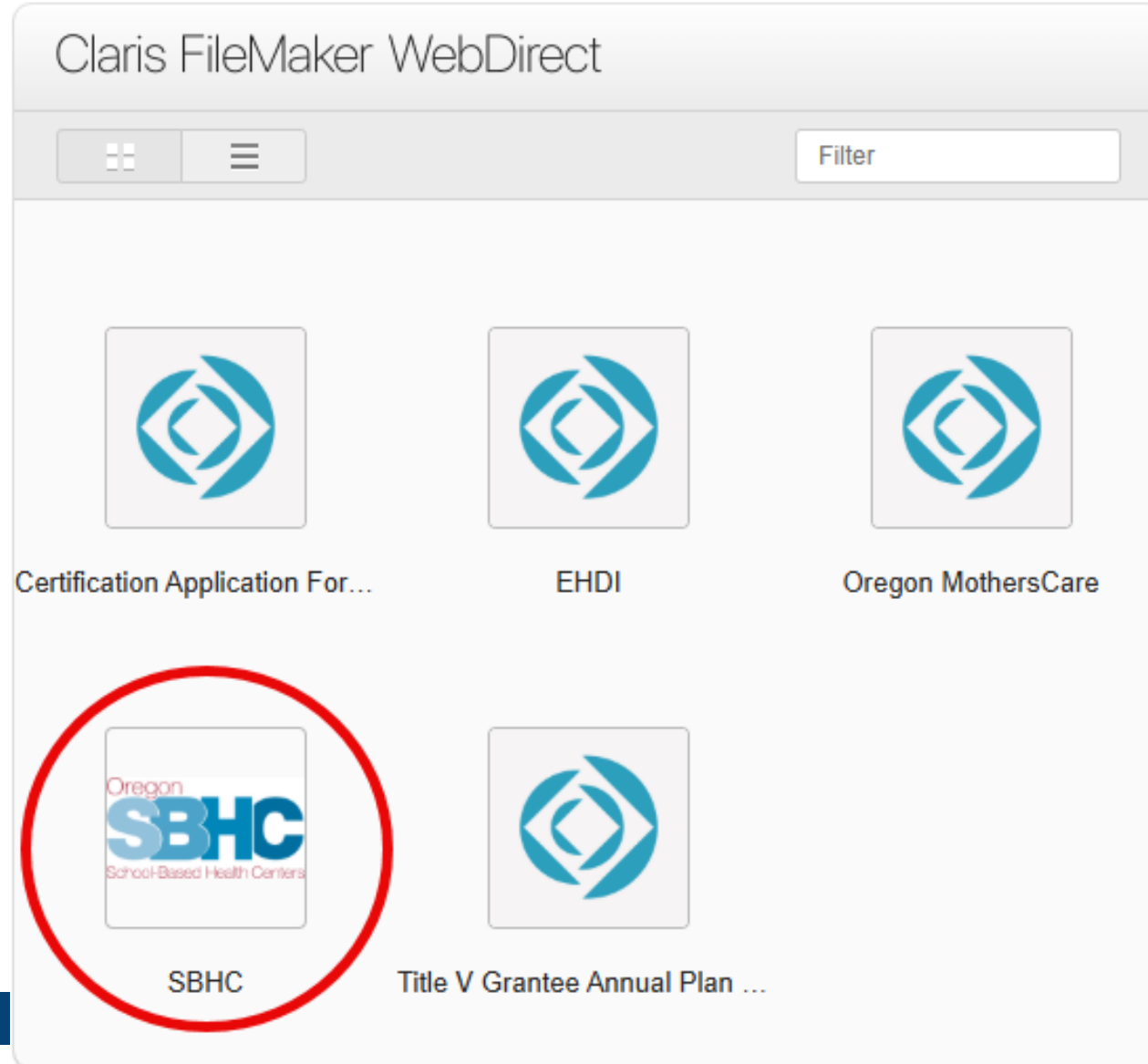
- Responsibility for updating the OP has shifted from solely the medical sponsor to joint documentation by medical and behavioral health sponsors.
- Behavioral health sponsors will have access to create, update, and maintain their staff information, and will continue to submit their revenue entries.
- When medical and behavioral health sponsors are within the same agency, they determine who is responsible for updating and maintaining behavioral health staff records in the Operational Profile

Timing of Operational Profile updates

- SBHCs must regularly attest the clinic is meeting certification standards.
- Medical and behavioral health sponsors must submit and update information to the OP:
 - By every October 1 to renew their certification status (**this year the due date is November 1**)
 - Prior to a certification site visit
 - When staffing changes occur during the service year

Accessing the Operational Profile

- Login and password are assigned by SPO
- One login is assigned to each sponsor and can be used by any of their staff
- Medical and behavioral health sponsors who are part of the same agency use the same login/password and will decide who is responsible for updating the OP.



OP User's Guide

- Do you like step-by-step instructions with screenshots and arrows?
- The [Operational Profile User's Guide](#) has additional details not reviewed here

Oregon School-Based Health Centers

**OPERATIONAL
PROFILE
USER'S GUIDE**



Operational Profile Layout

Operational Profile tabs and topic areas

- SBHC Details
- Operations
- Hours of Operation
- Staff
- Shift Hours
- Partners
- Contraceptives
- Certification Waiver
- Financial Revenue: Physical/oral health
- Financial Revenue: Behavioral health

 HOME

SBHC Detail - Web

 LIST

Fake High School One

SBHC ID 753

Details

Operations

Hours of Operation

Staff

Shift Hours

Partners

Contraceptives

Cert Waiver

PH Revenue

BH Revenue

Host School Name Fake High School One

SBHC Name Fake SBHC

Sponsor type and OP documentation

- Clinic operations and on-site hours (mostly medical sponsor)
- Details about staff, their roles, and on-site shift hours (medical and behavioral health sponsors)
- Partner engagement activities (medical sponsor)
- Contraceptive services (medical sponsor)
- Waiver for non-compliance of certification requirements (medical and behavioral health sponsors)
- Financial revenue entries (medical and behavioral health sponsors)

Operational Profile tabs

- The next slides have screenshots of the tabs relevant to a behavioral health sponsor. The entire database is reviewed in another training and will be sent out for your information.
- Medical sponsor and behavioral health sponsor have different areas they must update, and some require collaboration.
- Review the [Operational Profile User's Guide](#) for step-by-step instructions on how to update and create entries on each tab of the database.
- Email questions to SBHC.Program@odhsoha.oregon.gov

Details tab

- Typically, very little information on this tab needs updating
- If an SBHC has behavioral health staff employed by medical sponsor and behavioral health sponsor, the green box should include the names of both electronic health record systems.
- Medical sponsor must update the remainder of this tab including confirmation box.

SBHC Detail - Web HOME LIST Oregon Health

Fake High School Two

Details Operations Hours of Operation Staff Shift Hours Partners Contraceptives

Host School Name **Fake High School Two** SBHC Name **Fake2**

SBHC Info

SBHC Physical Address

Address Line 1 3221 South 31st

Address Line 2

City, State, Zip Portland OR 99888

Phone 971-676-9988

Fax 971-676-9911

SBHC Mailing Address ☒ Same as Physical

Mail Address Line 1

Mail Address Line 2

City, State, Zip

Primary Care EHR Test EHR

Behavioral Health EHR Test BH EHR1, BH EHR 2

Community Information Exchange (CIE)

County Info

County Cascadia

Medical Sponsor

Sponsor zCascadiaTest

Medical Sponsor is providing BH services at SBHC ☐

Behavioral Health Sponsor

Sponsor zCascadiaBH Test

Dental Health Agency

Dental Health Outside Dental Agency

Primary Contact Edward Packard

Phone 555-101-1010

Email EPackard@email.com

Accuracy Confirmation

This information is accurate ☐

Confirmed by

Operations tab

Medical sponsor is responsible for updating information on this tab including confirmation box.

However, if a behavioral health sponsor employs the Youth Advisory Council primary contact, they must update the area in the green box.

HOME

SBHC Detail - Web

LIST

Fake High School One

Details

Operations

Hours of Operation

Staff

Shift Hours

Partners

Populations Served

Serves students from other schools ☒ Yes ☐ No

Names of schools or districts that your SBHC serves

Entire school district

Serves Non School-aged Population ☒ Yes ☐ No

Population Served

☒ Pre-K (Children from birth through 5 years of age)

☒ Post High School individuals

☒ Faculty and Staff of the school

☒ Other

Please enter any other non-student populations served by this SBHC

Entire community

FQHC

Are you a Federally Qualified Health Center (FQHC) site? ☐ Yes ☒ No

PCPCH

PCPCH Status ☐ Yes ☒ No

Tier

Date of Last Recognition

Youth Advisory Council

Do you have a Youth Advisory Council? ☒

Primary Contact

Name Jake Lastname

Email jlastname@email.com

Accuracy Confirmation

This information is accurate ☐

Confirmed by

Hours of Operation tab

- Medical sponsor is responsible for the primary care hours of operation, summer hours, and the confirmation box.
- Behavioral health sponsor must update the behavioral health hours of operation. However, if medical and behavioral health sponsors both have behavioral health staff working in the clinic, this area should reflect all in-person behavioral health hours.

 HOME

SBHC Detail - Web

 LIST

Fake High School One

Details

Operations

Hours of Operation

Staff

Shift Hours

Partners

Primary Care Hours of Operation

In-person Hours

	Open	Close
Monday	7:00 AM	4:00 PM
Tuesday		
Wednesday	7:00 AM	4:00 PM
Thursday		
Friday	7:00 AM	4:00 PM

Open During Summer

☐ Yes ☒ No

In-person Summer Hours

	Open	Close
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Behavioral Health Hours of Operation

In-person Hours

	Open	Close
Monday	7:00 AM	4:00 PM
Tuesday		
Wednesday		
Thursday	7:00 AM	4:00 PM
Friday	7:00 AM	4:00 PM

Accuracy Confirmation

This information is accurate ☐

Confirmed by

Partners tab

- Each year the medical sponsor will create a Partners entry in the OP that reflects current activities in the following areas
 - Engaging youth,
 - Integrating within the school community,
 - Involving parents and caregivers in their child's care, and
 - Engaging the community.
- It is expected that the medical sponsor and behavioral health sponsor will discuss and collaborate on their current activities to ensure the Partners entry is complete and accurate.
- Historical entries will be saved for reference

Certification waiver for non-compliance

- A waiver must be submitted in the OP if the SBHC is out of compliance with the Standards for Certification for 30 calendar days.
- Waiver example for behavioral health sponsors: staff hours are fewer than 10 per week across two days
- The Waiver entry in the OP must include:
 - Which Standard is not being met
 - Why it is not being met
 - Plan to come into compliance
- Contact your assigned SBHC Public Health Nurse with questions.

Certification Waiver tab

- To create a new certification waiver entry, click the “Add Waiver” button on the top right side of the waiver list.
- Review the [Operational Profile User’s Guide](#) for step-by-step instructions on how to complete the sections of the waiver.
- The SPO will respond to the waiver submission within 14 calendar days.

SBHC Detail - Web

HOME LIST

Fake High School Two SBHC ID 754

Details Operations Hours of Operation Staff Shift Hours Partners Contraceptives **Cert Waiver**

Certification Waivers

Add Waiver

	Date Created	Section Letter	Expected Completion	Approved	Date Approved	Date Resolved
Select	8/5/2026					
Select	8/5/2026	D: Operations/Staffing	9/30/2026			
Select	8/5/2026	F: Data Collection/Reporting	12/31/2026			

Waiver Instructions

Instructions on how to fill out a waiver are in the Operational Profile User's Guide located on the State Program Office website under the Certification Standards tab.

To submit the waiver, click the red "WAIVER INFORMATION COMPLETE: Submit to SPO" button ONCE to send the waiver to the State Program Office for review.

Certification Waiver Info

Submitter Contact Date Created: 8/5/2026

First:

Last:

Title:

Email:

Phone:

County Contact

Has County Public Health been notified? ☐ Yes ☐ No

First:

Last:

Title:

Email:

Phone:

Certification Section:

Which standard is not being met?

Explanation of why standard is not met

Action plan to meet standard

Expected date of compliance:

WAIVER INFORMATION COMPLETE: Submit to SPO

Questions?

SBHC staff roles and who to include

Certification-required staff roles

- Behavioral Health Provider (now required in the [Standards for Certification, Version 5](#))
- Behavioral Health Sponsor Primary Contact
- Health Department SBHC Primary Contact
(only required when a sponsor contracts with Local Public Health Authority)
- Immunization Coordinator
- Lab Coordinator
- Medical Director
- Office/Health/Medical Assistant
- Primary Care Provider
- Privacy Official
- Quality Assurance Coordinator
- SBHC Administrator
- School Primary Contact
- Site Coordinator
- Youth Engagement Coordinator (**not required at elementary schools**)

Email questions to: SBHC.Program@odhsoha.oregon.gov

New certification roles added

Standards Version 5 has new required roles:

- Behavioral Health Sponsor Primary Contact
- School Primary Contact
- Youth Engagement Coordinator (**not required at elementary schools**)

Staff Detail - Web

HOME LIST

Suzie Sanderson

Staff **Shift Hours**

First: Suzie Last: Sanderson

Email of staff member: SSanderson@ode.k-12.org Staff Phone #: phone

Employer: Oregon Middle School Alt. Phone #

(If mailing address other than SBHC)

Organization: Address: Address Line 1: Address Line 2: City: City State: St Zip: Zip

Language(s) Spoken other than English: ☐ Chinese ☐ Russian ☐ Spanish ☐ Vietnamese

Other Language(s), if not listed:

Certification Roles

- ☐ Behavioral Health Provider
- ☐ Behavioral Health Sponsor Primary Contact
- ☐ Health Department SBHC Primary Contact
- ☐ Immunization Coordinator
- ☐ Laboratory Coordinator
- ☐ Medical Director
- ☐ Nurse
- ☐ Office/Health/Medical Assistant
- ☐ Oral Health Provider
- ☐ Primary Care Provider
- ☐ Privacy Official
- ☐ Quality Assurance Coordinator
- ☐ School Primary Contact
- ☐ SBHC Administrator
- ☐ Site Coordinator
- ☐ Youth Engagement Coordinator

SBHCs associated with Suzie Sanderson

To SBHC: Fake High School One

Systems associated with Suzie Sanderson

zCascadiaTest

Staff members can be associated with a system staff members at any SBHC in that system.

Credentials - Physical Health

- ☐ APRN-NP
- ☐ DO
- ☐ LPN
- ☐ CMA (Certified Medical Assistant)
- ☐ MD
- ☐ ND
- ☐ NP
- ☐ PA
- ☐ RN

Credentials - Behavioral Health

- ☐ Certified Alcohol and Drug Counselor (CAD)

Additional changes to Staff details

- Grouping together Behavioral Health Roles on the staff record
- Behavioral Health credentials
 - Traditional Health Worker
 - Community Health Worker
 - Peer Support Specialist
 - Peer Wellness Specialist

Behavioral Health Roles

- ☐ Case Manager
- ☐ Community Health Worker
- ☐ Drug and Alcohol/Substance Use Counselor
- ☐ Health/Patient/Resource Navigator
- ☐ Integrated Behavioral Health Provider/BH Consultant
- ☐ Mental Health Counselor/Therapist
- ☐ Psychiatrist
- ☐ Psychologist
- ☐ Skills Trainer
- ☐ Social Worker

Credentials - Behavioral Health

- ☐ Certified Alcohol and Drug Counselor (CADC)
- ☐ Clinical Social Work Associate (CSWA)
- ☐ Licensed Clinical Social Worker (LCSW)
- ☐ Licensed Marriage and Family Therapist (LMFT)
- ☐ Licensed Professional Counselor (LPC)
- ☐ Marriage and Family Therapist Associate (MFTA)
- ☐ Professional Counselor Associate (PCA)
- ☐ Psychiatric-Mental Health Nurse Practitioner (PMHNP)
- ☐ Qualified Mental Health Associate (QMHA)
- ☐ Qualified Mental Health Professional (QMHP)
- ☐ Traditional Health Worker - Community Health Worker (THW-CHW)
- ☐ Traditional Health Worker - Peer Support Specialist (THW-PSS)
- ☐ Traditional Health Worker - Peer Wellness Specialist (THW-PWS)

OP staff data and SPO email groups

Some SBHC roles documented in the Operational Profile are used to create email list groups

- SBHC Administrator and Site Coordinator
- Behavioral Health Sponsor Primary Contact
- Contracts Manager
- Youth Engagement Coordinator
- Health Department Primary contact (if applicable)

SBHC Staff Detail

- Sponsors have different logins that allow them to view but not edit each other's staff records
- With some fancy database programming, a behavioral health sponsor will have access to their existing staff records to easily edit, update or delete
- Review the OP User's Guide on how to add, edit, and remove staff who are no longer affiliated with the SBHC.

HOME **Staff Detail - Web** LIST

Jonathon Charlesworth Staff ID: 3256

Staff Shift Hours

First Jonathon Last Charlesworth
Email of staff member jcharles@email.com Staff Phone #
Employer BH Sponsor name Alt. Phone #
(If mailing address other than SBHC)
Organization
Address Line 1
Address Line 2
City State Zip

Language(s) Spoken other than English
☐ Chinese
☐ Russian
☐ Spanish
☐ Vietnamese

Other Language(s), if not listed

Certification Roles
☒ Behavioral Health Provider
☐ Behavioral Health Sponsor Primary Contact
☐ Health Department SBHC Primary Contact
☐ Immunization Coordinator
☐ Laboratory Coordinator
☐ Medical Director
☐ Nurse
☐ Office/Health/Medical Assistant
☐ Oral Health Provider
☐ Primary Care Provider
☐ Privacy Official
☐ Quality Assurance Coordinator
☐ School Primary Contact
☐ SBHC Administrator
☐ Site Coordinator
☐ Youth Engagement Coordinator

Behavioral Health Roles
☐ Case Manager
☐ Community Health Worker
☐ Drug and Alcohol/Substance Use Counselor
☐ Health/Patient/Resource Navigator
☐ Integrated Behavioral Health Provider/BH Consultant
☒ Mental Health Counselor/Therapist
☐ Psychiatrist
☐ Psychologist
☐ Skills Trainer
☐ Social Worker

Other Roles
☐ Contracts Manager
☐ Eligibility Specialist/OHP Assister
☐ Health Educator
☐ Outreach Worker
☐ Pharmacist
☐ YAC/SHAC Advisor
☐ Youth-Led Project Grant Contact

SBHCs associated with Jonathon Charlesworth **Add SBHC**
To SBHC Fake High School One

Sponsor associated with Jonathon Charlesworth
CascadiaBH Test

Credentials - Physical Health
☐ APRN-NP
☐ DO
☐ LPN
☐ CMA (Certified Medical Assistant)
☐ MD
☐ ND
☐ NP
☐ PA
☐ RN

Credentials - Behavioral Health
☐ Certified Alcohol and Drug Counselor (CADC)
☐ Clinical Social Work Associate (CSWA)
☐ Licensed Clinical Social Worker (LCSW)
☐ Licensed Marriage and Family Therapist (LMFT)
☒ Licensed Professional Counselor (LPC)
☐ Marriage and Family Therapist Associate (MFTA)
☐ Professional Counselor Associate (PCA)
☐ Psychiatric-Mental Health Nurse Practitioner (PMHNP)
☐ Qualified Mental Health Associate (QMHA)
☐ Qualified Mental Health Professional (QMHP)
☐ Traditional Health Worker - Community Health Worker (THW-CHW)
☐ Traditional Health Worker - Peer Support Specialist (THW-PSS)
☐ Traditional Health Worker - Peer Wellness Specialist (THW-PWS)

Credentials - Oral Health
☐ DDS
☐ DMD
☐ EFDA
☐ EFDH
☐ EPOH
☐ RDH

Enter in Credential(s), if not listed above

Enter in Role(s), if not listed above

Staff Record – required information

- Email address, Agency/Organization, languages spoken other than English
- Every staff record must have at least one role checked; there is a free-text box if necessary
- Staff can have hold multiple roles; check all that apply
- Staff can have multiple credentials: check all that apply; ask staff to ensure accuracy

Behavioral health provider

- While this isn't a new role to SBHCs it is now a required role in the new certification standards.
- This staff might provide direct mental health care, integrated behavioral health care, substance use treatment, and/or other services to support emotional well being of youth.
- See the certification standards for examples of the different roles that meet the requirement, screenshot on the next slide

Behavioral health provider a new required role

SBHC Standards for Certification, Version 5

Behavioral Health Provider:* A licensed, credentialed, or certified† provider with assigned staff hours at the SBHC and who can provide direct mental health care, integrated behavioral health care, substance use treatment and/or other services designed to support emotional well-being to youth ages 5–21. Roles of behavioral health providers may vary by SBHC based on local needs and resources and may include providers in roles such as:

- a. Case Manager;
- b. Community Health Worker;
- c. Drug and Alcohol/Substance Use Counselor;
- d. Health/Patient/Resource Navigator;
- e. Integrated Behavioral Health Provider/Behavioral Health Consultant;
- f. Mental Health Counselor/Therapist;
- g. Peer Support Specialist;
- h. Peer Wellness Specialist;
- i. Psychiatrist;
- j. Psychologist;
- k. Skills Trainer; and
- l. Social Worker.

- * Behavioral health is used to encompass mental health, integrated behavioral health, substance use treatment and other services designed to support mental or emotional wellness.
- † This could include Board Registered Associates or providers who are licensed through State Approved Licensing Boards. This could also include those certified or credentialed through entities such as OHA's Traditional Health Worker (THW) Program, Mental Health and Addictions Certification Board of Oregon (MHACBO), OHA's Health Care Interpreter (HCI) Program, or Tribal based practices providers covered under Medicaid.

Behavioral health provider – roles and credentials

- If the Behavioral Health Provider box is checked, the staff must also have boxes checked in the BH role and credential areas.
- Traditional Health Worker moved under BH credentials
 - Community Health Worker
 - Peer Support Specialist
 - Peer Wellness Specialist
- When applicable, can check multiple roles and credential box(es) for a staff member.

The screenshot shows a staff profile form with the following sections highlighted:

- Staff** (Header)
- Shift Hours** (Header)
- Behavioral Health Roles** (Red box):
 - ☐ Case Manager
 - ☐ Community Health Worker
 - ☐ Drug and Alcohol/Substance Use Counselor
 - ☐ Health/Patient/Resource Navigator
 - ☐ Integrated Behavioral Health Provider/BH Consultant
 - ☐ Mental Health Counselor/Therapist
 - ☐ Psychiatrist
 - ☐ Psychologist
 - ☐ Skills Trainer
 - ☐ Social Worker
- Certification Roles** (Red box):
 - ☒ Behavioral Health Provider
 - ☐ Behavioral Health Sponsor Primary Contact
 - ☐ Health Department SBHC Primary Contact
 - ☐ Immunization Coordinator
 - ☐ Laboratory Coordinator
 - ☐ Medical Director
 - ☐ Nurse
 - ☐ Office/Health/Medical Assistant
 - ☐ Oral Health Provider
 - ☐ Primary Care Provider
 - ☐ Privacy Official
 - ☐ Quality Assurance Coordinator
 - ☐ School Primary Contact
 - ☐ SBHC Administrator
 - ☐ Site Coordinator
 - ☐ Youth Engagement Coordinator
- Credentials - Behavioral Health** (Green box):
 - ☐ Certified Alcohol and Drug Counselor (CADC)
 - ☐ Clinical Social Work Associate (CSWA)
 - ☐ Licensed Clinical Social Worker (LCSW)
 - ☐ Licensed Marriage and Family Therapist (LMFT)
 - ☐ Licensed Professional Counselor (LPC)
 - ☐ Marriage and Family Therapist Associate (MFTA)
 - ☐ Professional Counselor Associate (PCA)
 - ☐ Psychiatric-Mental Health Nurse Practitioner (PMHNP)
 - ☐ Qualified Mental Health Associate (QMHA)
 - ☐ Qualified Mental Health Professional (QMHP)
 - ☐ Traditional Health Worker - Community Health Worker (THW-CHW)
 - ☐ Traditional Health Worker - Peer Support Specialist (THW-PSS)
 - ☐ Traditional Health Worker - Peer Wellness Specialist (THW-PWS)

Behavioral health sponsor primary contact a new required role

As described on page 19 in the [SBHC Standards for Certification, Version 5](#): this person is employed by the SBHC behavioral health sponsor who is responsible for overseeing SBHC behavioral health services. They are responsible for attending SPO meetings, preparing for attending verification site visits, and completing the Operational Profile.

Staff Name	
Staff	Shift Hours
First	Staff BH Sponsor
Last	Name
Email of staff member	
Employer	
(If mailing address other than SBHC)	
Organization	
Address Line 1	
Address Line 2	
City	State Zip
Language(s) Spoken other than English	
☐ Chinese	
☐ Russian	
☐ Spanish	
☐ Vietnamese	
Other Language(s), if not listed	
Certification Roles	
☐ Behavioral Health Provider	
☒ Behavioral Health Sponsor Primary Contact	
☐ Health Department SBHC Primary Contact	
☐ Immunization Coordinator	
☐ Laboratory Coordinator	
☐ Medical Director	
☐ Nurse	
☐ Office/Health/Medical Assistant	
☐ Oral Health Provider	
☐ Primary Care Provider	
☐ Privacy Official	
☐ Quality Assurance Coordinator	
☐ School Primary Contact	
☐ SBHC Administrator	
☐ Site Coordinator	
☐ Youth Engagement Coordinator	

Staff record – Other Roles & Credentials

- There are new role checkboxes for the Contracts Manager and the Youth-Led Projects Grant Contact.
- These are not certification required roles, however adding the staff to the OP or checking the role box for staff already in the OP helps when issues arise or email announcements need to be sent directly to those individuals.
- There are areas at the bottom of the Staff record to write in other Roles or Credentials applicable to a staff member if none of the existing check boxes are applicable

Other Roles

- ☐ Contracts Manager
- ☐ Eligibility Specialist/OHP Assister
- ☐ Health Educator
- ☐ Outreach Worker
- ☐ Pharmacist
- ☐ YAC/SHAC Advisor
- ☐ Youth-Led Project Grant Contact

Enter in Role(s), if not listed above

Description of other role

Enter in Credential(s), if not listed above

Description of other credential

Staff tab display

- Staff records for both medical and behavioral health sponsors will display here
- The bottom left of the tab will display any certification-required role that has not been assigned. You must check the box for an existing staff or add staff to the OP.
- The medical sponsor is responsible for verifying all roles are assigned and confirmation check box.

HOME

SBHC Detail - Web

LIST

Oregon Health Authority

Oregon SBHC

Behavioral Health Centers

Fake High School One

SBHC ID 753

DetailsOperationsHours of Operation**Staff**Shift HoursPartnersContraceptivesCert WaiverPH Revenue

Staff

To see all existing staff in system, ADD an existing staff member to this SBHC or CREATE a new staff member click here: [Staff List](#)

	Staff Name	Roles	Credentials	Sponsor Name
To Staff	BH first Last bh spons	Behavioral Health Provider, Health Department SBHC Primary Contact, Mental Health Counselor/Therapist	Licensed Professional	zCascadiaBH Test
To Staff	Staff Name	Behavioral Health Sponsor Primary Contact		zCascadiaBH Test
To Staff	First name Last Med spons	Behavioral Health Provider, Integrated Behavioral Health Provider/BH Consultant	Licensed Clinical Social Worker	zCascadiaTest
To Staff	First Staff	Community Health Worker	Traditional Health Worker -	zCascadiaTest
To Staff	Steven Last	Immunization Coordinator	RN	zCascadiaTest
To Staff	Emily Testname	Laboratory Coordinator, Privacy Official, Quality Assurance Coordinator	APRN-NP	zCascadiaTest
To Staff	Test Staff Diff System	Office/Health/Medical Assistant	CMA (Certified Medical Assistant)	zCascadiaTest
To Staff	Suzie Sanderson	Office/Health/Medical Assistant	CMA (Certified Medical Assistant)	zCascadiaTest
To Staff	Polly Pop	Primary Care Provider	APRN-NP	zCascadiaTest

Missing Medical Director
Missing School Primary Contact

Accuracy Confirmation
This information is accurate ☐
Confirmed by

Which staff need shift hours

- Anyone who works on-site providing services to SBHC clients
- Staff who have a set weekly schedule as well as those who work once, twice or three times a month
- Do not include a shift hours if a staff is only providing telehealth services during that day's timespan
- Do not document multiple start and end times for a staff's lunch, there should only be one row per day

Staff Detail Shift Hours tab

- This tab summarizes staff shift hours entered by all sponsors.
- Be sure to review a staff's record if you do not see a shift hour on a day they are working in the SBHC.
- The medical sponsor is responsible for the confirmation check box.

HOME

SBHC Detail - Web

LIST

Oregon Health Authority SBHC School-based Health Centers

SBHC ID 753

Details

Operations

Hours of Operation

Staff

Shift Hours

Partners

Contraceptives

Cert Waiver

Shift Hours

To see all existing staff in system, [ADD](#) a shift for an existing staff member to this SBHC or [CREATE](#) a new staff member click here: [Staff List](#)

	Day	Shift Frequency	Start	End	Shift Duration	Staff Member	Role	Sponsor Name
To Staff	Monday	Weekly	7:00 AM	4:00 PM	9	First Staff		zCascadiaTest
To Staff	Monday	Weekly	7:00 AM	4:00 PM	9	Testing	SBHC Administrator, Site Coordinator	zCascadiaTest
To Staff	Monday	Weekly	7:00 AM	4:00 PM	9	Test Staff Diff	Office/Health/Medical Assistant	zCascadiaTest
To Staff	Monday	Weekly	7:00 AM	4:00 PM	9	First name Last Med	Behavioral Health Provider	zCascadiaTest
To Staff	Monday	Weekly	7:00 AM	2:00 PM	7	Jonathon		zCascadiaBH Test
To Staff	Wednesday	Weekly	7:00 AM	4:00 PM	9	Polly Pop	Primary Care Provider	zCascadiaTest
To Staff	Wednesday	Weekly	7:00 AM	4:00 PM	9	Test Staff Diff	Office/Health/Medical Assistant	zCascadiaTest
To Staff	Wednesday	Weekly	9:00 AM	3:30 PM	6.5	Emily Testname	Quality Assurance Coordinator, Laboratory Coordinator, Privacy Official	zCascadiaTest

To [EDIT](#) or [DELETE](#) existing staff shifts for this SBHC, use the [To Staff](#) button on the left side of the shift row.

Accuracy Confirmation

This information is accurate ☐

Confirmed by

Helpful Hints

- Changes are automatically updated; there is no Save button.
- Do not use your internet browser 'back' button. Use the buttons in the database by clicking on the different tabs or home icon.
- If you have multiple SBHCs, the home button takes you to a screen that list all clinics so it's easy to click and access them
- If you're struggling to update an area of the OP, email SPO with your questions: SBHC.Program@odhsoha.oregon.gov



QUESTIONS BREAK

Before the exciting Financial/Revenue entries

Financial/Revenue entries



Behavioral Health Financial Revenue

- Behavioral health sponsors already submit this information
- No changes to the revenue entry form
- Information includes revenue from registration fees, insurance reimbursement from payors like Medicaid and Private Insurance, public and private funding used to operate the SBHC.
- Financial revenue entries are only visible to the sponsor that created it

BH Revenue tab

- This tab contains a list of all annual BH revenue entries previously submitted for the SBHC behavioral health services
- To create a new annual revenue entry, click the “Add Annual Rev” button

HOME

SBHC Detail - Web

LIST

Oregon Health Authority

Oregon SBHC School-Based Health Centers

Fake High School One

SBHC ID 753

Details

Operations

Hours of Operation

Staff

Shift Hours

Partners

Contraceptives

Cert Waiver

PH Revenue

BH Revenue

Financial - Behavioral Health Billing

Add BH Billing

	Date Created	Fiscal Year	Total Op Rev	Date Submitted	
Select	7/29/2026	7/1/2025 to 6/30/2026	\$122,222	7/29/2026	⊗ ▲
Select	4/29/2026	7/1/2024 to 6/30/2025	\$145,000	8/6/2026	⊗

BH Revenue Detail tab

- Entry is for previous fiscal year
- Select 7/1/2025 – 6/30/2026
- Fill-out the Contact Information (SPO will follow-up if needed)

 **Behavioral Health Revenue Detail**

The purpose of this report is to identify all sources of behavioral health revenue the SBHC received during the fiscal year.

 **SBHC**
School-Based Health Centers

[HOME](#)

Host School

Fiscal Year

First Name

Last Name

Phone

Title

Email

[Back to SBHC Detail](#)

Billing Revenue and State Funds

Other and Total

Please enter total revenue received for each category below for the entire fiscal year (July 1 - June 30).

State Funds

SPO Mental Health Expansion Grant

Revenue Source Breakdown: Third Party Billing

Payor Type	Billing revenue	Does billing revenue include PMPM or Incentive Payments?
OHP (DMAP - FFS)		☐ Yes ☐ No
OHP (CCOs)		☐ Yes ☐ No
Private Insurance		☐ Yes ☐ No
Other third party payor(s)		☐ Yes ☐ No

Behavioral Health TOTAL

[Next Page >>](#)

BH Revenue tab – Billing Revenue & State Funds

- When entering billing revenue, it should be total charges minus any adjustments; if this is not possible then enter payments.

The screenshot displays a web form for entering behavioral health revenue. At the top, there are two tabs: "Billing Revenue and State Funds" (highlighted with a red box) and "Other and Total". To the right of these tabs is an "Email" input field. Below the tabs, a instruction reads: "Please enter total revenue received for each category below for the entire fiscal year (July 1 - June 30)."

On the left side, under the heading "State Funds", there is a text input field labeled "SPO Mental Health Expansion Grant".

On the right side, under the heading "Revenue Source Breakdown: Third Party Billing" (also highlighted with a red box), there is a table with the following structure:

Payor Type	Billing revenue	Does billing revenue include PMPM or Incentive Payments?
OHP (DMAP - FFS)		☐ Yes ☐ No
OHP (CCOs)		☐ Yes ☐ No
Private Insurance		☐ Yes ☐ No
Other third party payor(s)		☐ Yes ☐ No

Below the table, there is a label "Behavioral Health TOTAL".

BH revenue tab – Other and Total

- If there are other funding sources that support behavioral health services for the SBHC, click the Add Other button and enter the description.
- A new revenue entry can be edited for up to 30 days after it was created if you're unable to complete it all at once.
- Click the button at the bottom right when entry is complete

Behavioral Health Revenue Detail The purpose of this report is to identify all sources of behavioral health revenue the SBHC received during the fiscal year. **Oregon Health Authority SBHC**

[HOME](#)

Host School First Name Phone
Fiscal Year Last Name Title
Email

[Back to SBHC Detail](#)

Billing Revenue and State Funds **Other and Total**

Revenue Source Breakdown: Other funding source **Add Other**

Source Description	Amount

Other funding sources TOTAL

Revenue Breakdown by Source

SPO Mental Health Expansion Grant
Third party billing
Other

GRAND TOTAL OPERATING REVENUE for :

Please provide any explanations/feedback

[<< Previous](#) **FINANCIAL INFORMATION COMPLETE: Submit to SPO**

Current or previous service year??

Current year (July 1, 2026 to June 30, 2027):

Information on the following tabs in the database:

SBHC details, operations, hours of operation, staff, shift hours, partner activities entry and contraceptive services entry.

Previous year (July 1, 2025 to June 30, 2026):

Financial revenue entries

SPO audit review after Fall OP submissions

- We review the following for behavioral health sponsors:
 - Behavioral health staffing requirement as noted in the [Standards for Certification, Version 5](#) is a total of 10 hours spread across 2 days per week
 - Includes staff from the behavioral health sponsor and medical sponsor if they are also providing behavioral health services.
 - If Behavioral Health Sponsor Primary Contact role has not been assigned to a staff member
- Missing financial entry

EEK! How do I get to the database??

[Link to access the Operational Profile](#)

FINAL QUESTIONS?



SPO Contact Information

School-Based Health Center Program

Oregon Public Health Division

800 NE Oregon St., Ste. 805

Portland, OR 97232

SBHC.Program@odhsoha.oregon.gov

Loretta Gallant: Loretta.L.Gallant@oha.oregon.gov

