Key Steps in Planning a School-Based Health Center

1. School-Based Health Alliance Blueprint
http://www.sbh4all.org/site/c.ckLQKbOVLkK6E/b.8866379/k.96D1/The_Blueprint.htm provides a comprehensive set of tools for starting an SBHC and establishing initial operations. Topics include planning and evaluation, communications, facilities, fiscal management, management information systems, practice compliance, human resources, care management, business operations, and advocacy.

2. Form a planning committee including:

- Students
- Teacher(s)
- School board member(s)
- Community health services providers
- Community champions

- Parents/ PTA
- Principal
- School health services staff (school nurse)
- Elected officials
- Other interested partners

3. Introduce planning committee participants' interests in/potential contributions to the SBHC.

4. Outline committee's key tasks/goals, meeting schedule, and facilitator.

5. Discuss why the SBHC is needed, potential benefits to students and families. Consider the following questions about your school health services:
- What is your school/district currently doing well?
- What do your students need that your school/district doesn't currently offer?
- How can you build on existing programs, staff expertise, and established partnerships to get more health services for your students?

6. Conduct a health gap analysis:
- Review existing school/community health data (Healthy Kids Survey, Fitnessgram, attendance, drop-outs, referrals, suspensions, etc.)
- Develop and conduct a youth and/or adult health needs/assets survey

7. Discuss/determine what services are needed. This may include:
- Health (risk) assessments
- Health education, disease/risk prevention on which topics
- Mental health and/or drug/alcohol treatment
- Medical care (e.g., physicals, immunizations, sick care)
- Case management and referral/coordination of care
- Other youth services:
  - Career development, employment, college support
  - Services for homeless/at risk youth
  - Youth development/leadership programs (e.g., peer health educators, youth advisory board)
  - Youth social center

8. Determine best model for the SBHC *(Contact us to visit a current SBHC!):*

- School-based (on school grounds)
- Mobile van
- Multi-service teen center

- School-linked (off school grounds)
- Telehealth

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9. Determine who the SBHC will serve:
• Only enrolled students
• Other children/teens in community/district
• Adult family members of students
• All community members (like community clinic) = family practice model

10. Engage potential provider agencies and lead agency:
• School district   • Medical/dental providers
• Local mental health providers   • Public health department
• Community-based organizations

11. Develop staffing model, potentially including:
• Coordinator   • Medical provider/assistant
• Mental health clinicians   • Receptionist/registration
• Health educators   • Insurance enrollment and outreach
• Parent support/outreach   • Youth leaders/peer educators
• School nurse/school health partner

12. Develop funding plan (start-up and sustainability):
• Projected revenues from billing for services
• Grants – both those secured and those need to apply for
• In-kind (e.g., space/utilities/other from school district/provider agencies)
• Allocations from lead/partner agencies

13. Map feasible hours of each service and staffing time.

14. Identify potential site and facility.

15. Build local support for your effort by reaching out to the community and news media. This is most effective if you cultivate spokespersons (aka "an experts list") that include students, parents, school officials, and staff members from provider agencies.

16. Seek approval from decision-making bodies (e.g., board of education, lead agency board of directors, school site and district administrators).

17. Establish a mechanism for coordinating services between agencies, including MOUs.

18. Start/expand services incrementally over time. … *It's not all or nothing!*

NOTE: These steps do not have to be taken in this order. This is just a suggested progression.