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## **CHECKLIST FOR STARTING A SCHOOL-BASED HEALTH CENTER**

- Identify stakeholders that would be supporters of a SBHC.
- Develop a community advisory committee.
- Educate the committee about SBHCs.
- Visit operational SBHCs in your area.
- Conduct a needs assessment of the population you wish to serve.
- Identify a licensed health care provider willing to operate the SBHC.
- Identify the school where the SBHC will be located. Identify specific space within the school. Make sure there is plumbing for hand-washing sink, patient bathroom(s), laboratory space.
- Will there need to be remodeling? If so:
  - Obtain architectural drawings
  - Obtain formal approval from the school district
  - Obtain contractor
  - Obtain funding
- Create a business plan for operating the SBHC.
  - What is the mission of the SBHC?
  - Who will be the legal owner/operator of the SBHC?
  - Who will carry the necessary liability/malpractice insurance?
  - Who will be responsible for financial sustainability (grant writing, budgeting, accounting, preparation of tax forms, payroll, financial policies, billing and collection of patient accounts)?
  - Who will be eligible to receive services?
  - What will be the hours of operation?

What services will be offered?

Laboratory – CLIA waiver?

Pharmaceuticals – Other Outlet Pharmacy license?

Disposal of hazardous waste?

How will the facility be staffed?

Who will supply phones, internet, housekeeping, maintenance, security?

- Develop an MOU between the school district and the medical sponsor which delineates the responsibilities of each party, and how the school-based health center will be governed.
- Develop MOUs between the medical sponsor and partner agencies that will provide services in the SBHC (such as community mental health agency, local health department, etc)
- Develop an annual parent consent form that is HIPAA compliant and promotes the integration of physical, mental and dental care by allowing the appropriate sharing of medical records. How will the consent forms be operationalized?
- Develop administrative policies and procedures (child abuse reporting, confidentiality, appointments v. walk-ins, after hours coverage, medical record-keeping, etc)
- Develop financial policies and procedures in compliance with Medicaid, CHP+, and other state and federal laws. If cash is to be collected from patients and kept in the clinic, policies to insure security of the cash and personnel are required.
- Develop clinical protocols in compliance with PA and NP licensure and certification.
- Develop referral protocols between the SBHC and the school nurse and school psychologist, as well as between the SBHC and outside agencies.
- Develop and implement a plan for outreach and enrollment in Medicaid and CHP+.
- Develop a marketing plan.
- Develop and implement a quality assurance plan.
- Order furniture, medical equipment, medical supplies, office equipment and office supplies.
- Hire or designate a provider with prescriptive authority and experience in child and adolescent primary care.
- Have a Grand Opening!