

SBHC Planning, Readiness and Implementation

The idea of opening a school-based health center (SBHC) may originate with school administration or staff, health care providers, students, families, or other community members who see a need for healthcare access and services at school. Planning may come together over multiple years, or more quickly in response to a funding opportunity or a health crisis in the school community. Wherever the idea starts and however quickly it comes together, there are some key planning steps to consider in order to be ready for SBHC implementation.

Sample SBHC planning and implementation checklists are included below. Each community is unique, and checklists should be modified according to the needs of each community. See other guidance documents at <https://wasbha.org/> for more information on various steps.

SBHC Planning. Key steps in SBHC planning might include:

| ✓ | Task |
|---|--|
| | Identify key SBHC stakeholders in the school and broader community, and determine when and how different stakeholders will be engaged in SBHC planning |
| | Establish a SBHC planning / steering committee <ul style="list-style-type: none"> Identify committee leader/facilitator and members Set committee goals and regular meeting times |
| | Understand the SBHC model <ul style="list-style-type: none"> Educate the committee about SBHC model options, benefits, and school-SBHC collaboration Visit operational SBHCs in your community or similar communities |
| | Assess needs among students and the school community <ul style="list-style-type: none"> Gather existing data Conduct surveys, focus groups and/or key informant interviews among students, families and school staff |
| | Identify the sponsor organization / licensed healthcare provider(s) to operate the SBHC |
| | Determine services that will be provided at the SBHC to start and who will be served (students plus family members, school staff and/or others?) to address school community needs |
| | Determine SBHC staffing required to provide services, key school staff partners , and potential hours of operation |
| | Identify facility needs and location (temporary and/or permanent) for the SBHC at the school <ul style="list-style-type: none"> Determine whether facilities will require renovation/construction |
| | Begin planning for agreements between the school district/school and SBHC sponsor . This might include, for example, a lease agreement and memorandum of understanding (MOU) |
| | Develop a communication plan <ul style="list-style-type: none"> Develop key statements and FAQs to provide consistent messaging and build support for the planned SBHC and its services. Determine best communication vehicles to get the word out, e.g. social media, school newsletters, websites, community meetings, etc. Engage and inform broader community about the proposed SBHC |
| | Develop funding plan |
| | Summarize findings and decisions in a business plan to ensure clarity around services, operational model, partner roles and collaboration, communication, outreach, quality assurance, start-up funding and sustainability |
| | Receive school board approval to proceed with SBHC implementation |

Last revised February 2022. For more information, visit www.wasbha.org or email info@wasbha.org.

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As the school community and stakeholders consider needs, the SBHC model, and readiness for a SBHC, some communities may decide to postpone or not move forward with SBHC implementation. For those that decide to move ahead, implementation will be guided by the planning done and collaborations developed in each community. Some key steps for SBHC start-up might include, for example:

| ✓ | Responsible Party | Task |
|---|--|--|
| | All key partners | Obtain start-up funding and identify operational funding for SBHC |
| | SBHC sponsor and school administration | If renovating/constructing SBHC space, determined scope of work and timeline for planning, design, permitting, bidding, construction |
| | SBHC sponsor and school administration | Finalize agreements between school district and healthcare sponsor, e.g. lease agreement, memorandum of understanding (MOU), etc. |
| | SBHC sponsor | Submit applications for business license, property tax exempt status, etc. |
| | SBHC sponsor | Conduct IT needs assessment and programming list for the SBHC space |
| | SBHC sponsor | Order furniture and minor equipment for SBHC |
| | SBHC sponsor | Identify and set-up contracted services planned for SBHC, e.g. janitorial, shredding, medical gas, labs, office supplies, medical supplies, etc. |
| | SBHC sponsor | Recruit, hire and begin training SBHC care team members |
| | School administration | Share key dates for back-to-school events with the SBHC sponsor for SBHC outreach |
| | SBHC sponsor | Set up meetings with community health providers to introduce SBHC and discuss care coordination opportunities |
| | SBHC sponsor | Develop SBHC policies, procedures and registration packets / consent forms |
| | SBHC sponsor and school administration | Develop referral protocols between school and SBHC |
| | SBHC sponsor | Install furniture, signage, minor equipment, e.g. exam table, vaccine fridge and freezer |
| | SBHC sponsor | Install IT equipment |
| | SBHC care team | Order vaccines |
| | SBHC care team | Order office and medical supplies and student outreach supplies |
| | School administration | Include SBHC registration packets and brochures to send to families with back-to-school packets/emails |
| | SBHC care team | Present SBHC services and introduce care team in the fall at school staff meetings, parent/guardian meetings, to students during advisory or other key classes |
| | SBHC care team | Conduct outreach at the school's scheduled events, e.g. open house, school tours, orientations, curriculum night, etc. |
| | SBHC sponsor | Set up regular meetings with school administration to discuss SBHC implementation, progress, and ongoing collaboration. This ensures smooth operations and makes sure that issues are addressed quickly in the 1 st year. |
| | All key partners | Hold a grand opening celebration! |

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