

Guidelines for Models of School-Based Health Centers

Position Statement on School-Based Health Center (SBHC) Services

The scope of health care services provided by a school-based health center is determined at the local level. The array of services typically offered in school-based health centers may include but is not limited to: primary care for acute and chronic health conditions, mental health services, substance abuse services, case management services, dental health services, reproductive health care, nutrition education, health education and health promotion. What services will be provided in any individual school-based health center is determined through a collaborative process that includes the health care provider agency, the school district and the community. This approach allows the school-based health center to be responsive to the health care needs of a specific community and to operate within accepted community values and relevant state regulations and statutes.

Schools and communities may decide to extend healthcare services to adult members of the community at the SBHC, however funding provided through the Governor's initiative cannot be used to support healthcare for adults. School-based health centers can be operated during non-school hours to provide adult healthcare services.

Staffing configuration and number of provider hours should take into consideration the size of the school. The required minimum provider staffing for a SBHC is 8 hours per week of both medical and behavioral health provider time. SBHC staff and providers should work in partnership with the school nurse and school mental health staff to provide a continuum of care for students and would not replace school staff.

A. Operational Goals

SBHCs should strive toward the following general framework. Each SBHCs scope of service and hours of operation should be based on the school and community needs.

Provider Hours (minimum per site)

Level of Service	Coordinator /Manager	NP/PA	MH Provider	Clinical Case Manager	Medical Assist.	MD Consultant	Billing Clerk
1	40/week	8/week	8/week	20/week	0	As needed	0
2	40/week	16/week	16/week	20/week	16/week	As needed	0
3	40/week	40/week	40/week	40/week	40/week	As needed	20/week

B. Staff Positions (general descriptions: may vary per site)

The **Coordinator/manager** is responsible for the following:

Oversight of SBHC operations

- Preparation of annual budget
- Purchases
- Staff supervision
- Grant proposals and applications
- Continuous Quality Improvement Plan
- Insuring access for Medicaid enrollment

Liaison with school and community

- Communication and coordination of services with the sponsoring agency
- School Health Advisory Council
- School administration, faculty and staff

Health Promotion

- Needs assessment
- Organize health fairs and risk reduction activities such as tobacco cessation, suicide awareness, physical activity and nutrition
- Coordinate health promotion activities with school and community members

The licensed **Nurse Practitioner/Physician Assistant** will provide the full range of primary patient care for school age children, following the standards and scope of practice congruent with their training and licensure.

The **Mental Health Provider** will provide evidence-based direct behavioral health care to include primary prevention, individual assessment, treatment and referral as well as group counseling. The mental health provider can be an LMSW, LISW, LPCC, LPC or CNS.

The **Clinical Case Manager**¹ will:

- Serve as the client's resource, advocate, and entry source for follow-up and supporting services deemed prudent by the SBHC and/or collaborating school personnel. Such services may include: recreational activities, housing, food, clothing, school programs (including tutoring), GED programs, vocational opportunities, life skills, mental health services, medical services, crisis intervention services, family support services.

¹ Client criteria:

Existing SBHCs clients who have:

- Significant history of medical or behavioral health issues involving multiple agencies and providers that necessitates care coordination
- Need of crisis intervention such as suicidality or placement in foster care
- Short term social service need such as housing, food, medical devices

Additional criteria to consider:

- History of academic failure (one or more Fs), truancy and office referrals
- Teenage parenthood
- Gang involvement

- Initiate and maintain linkages to school, community, and social services agencies that will support the academic, health and social needs of students identified for case management services.

The **Medical Assistant** will perform the following duties:

- Answer the phone, make appointments and follow-up on non-respondents, take inventory and order supplies, record health information, and enter data into a computer.
- Provide site-based eligibility determination and health plan enrollment, assist with health screenings, take vital signs, provide first aid to patients with minor injuries,

The **MD consultant** provides clinical consultation and participates in the quality performance plan, upon request.

The **Billing clerk** will process patient encounter forms to generate insurance claims, process data entry, perform utilization and outcome reports for the sponsoring and state agencies.

C. Core Services

- SBHCs should ensure a full time health care provider be present during all school hours. This may include any of the SBHC staff or the presence of the school nurse.
- SBHCs must have a multi-disciplinary team to provide integrative primary and behavioral health services. The SBHC team should meet weekly with the school health personnel to coordinate services.
- SBHCs primary and behavioral health providers will provide coordination of care with the student's medical home (primary care provider).
- SBHCs are expected to provide health promotion and risk reduction programs and activities, in the school, such as tobacco cessation, violence/gang interventions, pregnancy prevention, etc.
- SBHCs are expected to provide on-going mental health awareness for the school and outreach to the community, to include anti-stigma and suicide prevention.
- SBHCs should demonstrate a broad-based referral and consultative relationship with the community health care systems, private providers, the school and other mental health providers.

D. Standards of SBHC Practice

See Attached: New Mexico SBHC Standards

E. Financial Considerations

- There are several health care systems that typically sponsor SBHCs. Federally Qualified Health Centers (FQHCs), private physician practices, community healthcare centers, local public health offices and university based health centers serve to provide medical oversight, licensed health care providers, administrative services and insurance billing. The local school district may also provide administrative and billing services.
- SBHCs should strive to become contract providers with the Salud! (Medicaid) Managed Care Organizations (MCO) and other insurance carriers. Contracts with the Salud! MCOs may be initiated by any SBHC that has the technological capacity and expertise in coding and billing and whose licensed providers are credentialed by the Managed Care Organizations.

F. Additional Services: Dependent on available resources.

- Provide Registered Nurse services for SBHC management and family resource services.
- Provide health educator for student, school and community education and outreach.
- Provide Tele-health services, particularly for psychiatric consultation and medical management
- Provide psychiatric consultation weekly.
- A licensed dietician to provide clinical assessment, education and counseling for students and families.
- A dental hygienist to provide health education, screenings, and prophylaxis, i.e. fluoride and sealants.
- Participate in truancy reduction and dropout prevention efforts.
- Provide and /or support youth development services such as tutoring programs, summer programs, ropes courses, community gardening, youth conferences, poetry and creative writing, art projects, youth advocacy training, service learning projects, and job/career counseling.