



School-Based Health Center (SBHC) Planning Checklist

School-based health centers are a collaboration among a community, a school, and a healthcare organization.



Build Foundational Partnerships and Assess Readiness

Identify what an SBHC would make possible in your community.

- Access to health care for students? Families? Communities?
- Increased seat time for students?

Establish the SBHC planning committee by identifying and inviting individuals and organizations that champion student wellness. Be sure to include parents/guardians and students as age-appropriate.

- Convene the planning committee.
- Orient the SBHC planning committee to the SBHC model of care.
- Have planning committee members visit existing SBHC(s).
- Identify other community members to engage in this process.

For schools leading the planning process: Identify and confirm sponsorship from a healthcare organization such as a Federally Qualified Health Center, hospital/community health system, local health department, academic medical center, behavioral health organization, or a physician group practice.

For healthcare organizations leading the planning process: Identify and confirm partnership from a local school or district.

Determine needs and readiness by:

- Reviewing local and state data sources (e.g., Community Health Needs Assessment; Youth Risk Behavior Surveillance Survey).
- Gathering feedback from students, families, and school staff.
- Conducting an environmental scan to determine potential partners.

Plan for Accessible, Sustainable Services

Based on identified needs, determine most appropriate services, staffing, and delivery model (brick-and-mortar, mobile, telehealth).

Create financial projections (a Pro Forma) to assess feasibility of proposed model.

Investigate the school's space and capacity for an SBHC.

- Identify potential SBHC location(s). Select a well-considered location for the SBHC based on assessment of needs and readiness, site visit(s), and needed construction or renovation. Engage students in planning to ensure the SBHC space is student-friendly.
- Develop a Year One Business Plan that outlines the need for the SBHC, the collaborating partners, the SBHC's mission and vision, the SBHC's goals, proposed services and staffing, the SBHC space, marketing and outreach plans, and key findings from the Pro Forma.
- Solicit capital and operational funding from a variety of sources.
- Draft and execute a memorandum of understanding (MOU) among SBHC partners (e.g. school district, health sponsor, and other partners).
- Health sponsor: Collaborate with school to ensure access to and capacity for appropriate technology for the SBHC program.
- Health sponsor: Develop necessary agreements and procedures to bill commercial/private and public insurances.

Prepare for Successful Implementation

- Establish an SBHC advisory group to replace planning committee (members might include principal, other school leadership, school social worker, students, parents/guardians, school nurse, health sponsor staff, community-based children's healthcare providers, and others).
- Develop a comprehensive SBHC consent form that complies with applicable laws and includes options for bi-directional information sharing to promote a continuum of care (e.g., school nurse, school counselor/social worker/psychologist, primary care provider, dentist).
- Implement educational, marketing, and engagement plan for target audiences in the community and gatekeepers.
- Complete the SBHC renovation/construction process.
- Purchase appropriate equipment and supplies.
- Ensure licensure and regulatory requirements are met (local, state, and federal as applicable).
- Determine evaluation priorities.
- Health sponsor: Lead development of policies & procedures for the SBHC.
- Health sponsor: Lead development of workflows.
- Advertise the start of services as part of the marketing plan.
- Soft opening.
- Celebrate! Open house, sneak peeks for school staff and dignitaries, youth-led tours, ribbon cutting.
- Full implementation!

