



# Oregon

Theodore R. Kulongoski, Governor

## Department of Human Services

Public Health Division  
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### MEMO

DATE: **July 1, 2009**

TO: **Local Public Health Authorities**

FROM: **Janet Matthews, MS, FNP, WHNP  
SBHC Program Manager**

RE: **SBHC State Program Office Planning Grants**

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The Oregon State Legislature's recent approval of the 2009-2011 DHS budget permits further expansion of School-Based Health Centers (SBHC) across Oregon. SBHCs are an access health care model in which comprehensive physical, mental and preventive health services are provided to youth and adolescents in a school setting. To learn more about Oregon's SBHCs visit the state SBHC website: <http://www.oregon.gov/DHS/ph/ah/sbhc/sbhc.shtml>.

The SBHC State Program Office (SPO) is pleased to announce the release of the 2009-2011 SBHC Request for Proposal (RFP) for planning grant monies. The expansion includes funding for up to 5 new SBHCs in counties without existing SBHCs and 7 new SBHCs in counties with existing SBHCs for the 2009-2011 biennium. These monies will be awarded to the Local Public Health Authorities (LPHA) based on a competitive proposal review process conducted by the SPO.

This year, in addition to the Phase I grant awards, we are offering an option for planning sites to be certified within the first year of planning and therefore entry into the SBHC funding formula mid-biennium. The option for a one year planning process is available to any sites that may be interested. However, previously awarded planning grantee sites may only apply for the one year planning process option. Please see Section III for award descriptions.

Awarded monies must be used to initiate sustainable partnerships within the community, prepare the SBHC site, develop protocols, hire staff, and purchase clinic supplies. Total number of awarded monies to LPHAs with and without SBHCs will depend on the total number of successful applicants, to be determined by the SPO.

*"Assisting People to Become Independent, Healthy and Safe"*  
An Equal Opportunity Employer



## I. Proposal Requirements

All grant proposals must be submitted to the SPO through the LPHA, typically the County Health Department. Attach letters of support from the proposed medical sponsor and school principal. Letters of support from planning committee members and other community partners may also be attached. See Section IV for specific proposal contents.

## II. LPHA Responsibilities

- Work with partners to engage and educate the community about the proposed SBHC and how it serves the Public Health Mission.
- Form an SBHC Planning Committee from interested community agencies such as school district, PTA, community health agencies, local providers, hospitals, county commissioners, and local businesses.
- Collaborate with planning committee to develop a plan to implement and sustain a SBHC. The SBHC must meet certification standards by Spring 2010/2011. SBHC certification standards are available at:  
<http://www.oregon.gov/DHS/ph/ah/sbhc/sbhc.shtml>
- Participate in Technical Assistant teleconferences with SPO and peer grantees.
- Distribute SPO monies to qualified planning sites during each phase.
- See the State SBHC website for resources to help with planning.  
<http://www.oregon.gov/DHS/ph/ah/sbhc/planning.shtml>.

## III. Estimated award amounts and duration

### Option 1: Two year planning process

*Previously awarded state planning grantee sites are ineligible for this option.*

- Phase I (2009-2010): Grantees will receive up to \$30,000 per site for their grant allocation.
  - SPO expects awards to run from November 1, 2009 to June 30, 2010.
  - This award is designed to cover the duration of Planning Phase I, culminating in a final status report to the SPO documenting the progress made in Phase I. This status report serves as an application for Phase II Planning funds.
- Phase II (2010-2011): Depending on the number of Phase I sites moving into Phase II, each grantee will receive up to \$60,000 per site for their grant allocation.
  - SPO expects awards will run from July 1, 2010 through June 30, 2011.
  - This award is designed to cover the duration of Phase II Planning, culminating in the certification of the SBHC during spring of 2011. This process included timely application for certification, a certification site visit, and successful and timely completion of all required action items identified as part of the certification site visit. We advise the center to be open 4 to 6 weeks prior to your certification site visit if possible.

- Once a SBHC is certified, annual awards will continue based on each biennium's legislatively adopted budget and compliance with SPO certification standards.

**Option 2:** One year planning process

*Available to all interested sites.*

- Advance Phase (2009-2010): Grantee will receive up to \$60,000 per site for their grant allocation.
  - Awards will run from November 1, 2009 through June 30, 2010.
  - This award is designed to cover the duration of Advance Phase Planning, culminating in the certification of the SBHC during spring of 2010. This process included timely application for certification, a certification site visit, and successful and timely completion of all required action items identified as part of the certification site visit. We advise the center to be open 4 to 6 weeks prior to your certification site visit if possible.
- Entry into Funding Formula (2010-2011): Upon successful completion of certification in the first year of planning, LPHAs will receive funding based on the State SBHC funding formula.
  - Awards will run from July 1, 2010 through June 30, 2011.
  - Once an SBHC is certified, annual awards will continue based on each biennium's legislatively adopted budget and compliance with SPO certification standards.

**See attached flowchart and funding formula for more details.**

**IV. Proposal Content- maximum 10 pages**

**Option 1:** Two year planning process- (% review process)

*The SPO will evaluate the following six objectives to determine the SBHC awards:*

- 1.) Describe how the SBHC will become part of the Public Health Care Delivery System. (20%)
  - If there are existing certified SBHCs in your county, please describe how you plan to partner or collaborate. Some examples may include sharing resources or sponsorship, forming a countywide steering committee, or routine check-ins.
- 2.) Identify Public Health need in your community. (20%)
  - Include current level of access to health/mental health care services, health disparities, and demographics.
- 3.) Describe your current community readiness and how you plan to further develop your community's readiness for an SBHC. (20%)
  - List any potential partners and attach minutes from planning committee meetings.

- 4.) Describe a plan to meet your LPHA responsibilities to: (25%)
  - Engage local community partners
  - Form SBHC Planning Committee (PC)
  - Collaborate with PC to:
    - Plan SBHC implementation
    - Meet certification standards by Spring 2011  
SBHC certification standards are available at:  
<http://www.oregon.gov/DHS/ph/ah/sbhc/certreqs.shtml>
    - Plan for SBHC sustainability
  - Distribute SPO monies to qualified planning sites.
- 5.) Describe a plan to incorporate youth involvement into your SBHC planning efforts.
  - Some examples may include youth focus groups, youth advisory counsels, youth as part of the planning committee, and/or youth involvement with the renovation, design and marketing of the center. (5%)
- 6.) Describe how the State awarded planning funds will be used to meet the identified planning activities necessary to progress toward the opening of the SBHC. (10%)

**Option 2: One year planning process- (% review process)**

**If you are not a previously awarded SBHC planning grant site:**

- 1.) Submit same proposal content for Option 1 as stated above, except in Section 4, certification standards must be met by Spring 2010.

**If you are a previously awarded SBHC planning grant site:**

- 1.) Describe your SBHC planning efforts up to the present, including accomplishments and set-backs. (20%)
- 2.) Describe the aspects of your previous planning efforts that prevented you from accomplishing certification within the last certification cycle. (20%)
- 3.) Provide a strategic plan for planning efforts leading up to certification (40%)
  - Include community partner engagement
  - Describe planning committee efforts to:
    - Implement SBHC
    - Meet Certification Standards by Spring 2010
    - Plan for SBHC sustainability
    - Incorporate youth involvement into SBHC planning efforts.
      - Some examples may include youth focus groups, youth advisory counsels, youth as part of the planning committee, and/or youth involvement with the renovation, design and marketing of the center.
- 4.) Describe how planning funds will be used to meet certification within the year. Include a proposed implementation budget for once the SBHC is certified. (20%)

## V. Proposal Submission Deadline and Award Process

To be considered in the SPO proposal review process, all **proposals must be received by 5:00 PM on September 18<sup>th</sup>, 2009**. Proposal may be submitted as a hardcopy or an electronic copy to the address below. If you submit your proposal through email please be sure to include a table of contents of the all the attached electronic files. The SPO will notify all LPHAs of their award status by September 28<sup>th</sup>, 2009.

## VI. Technical Assistance Calls

We have set up five teleconference call on various dates and times for all interested parties to call in and participate in RFP technical assistance teleconferences calls. These calls are designed to offer an open forum format to answer questions as they arise. Each call is set up for an hour. To participate from any telephone, call **(888) 285-4585** and enter participant code **124975** on the following dates and times:

|                       |                      |                      |
|-----------------------|----------------------|----------------------|
| <b>7/14/09 @ 10am</b> | <b>7/27/09 @ 1pm</b> | <b>8/13/09 @ 9am</b> |
| <b>8/25/09 @ 10am</b> | <b>9/10/09 @ 1pm</b> |                      |

If you have problems dialing-into the teleconference, please call Gwen Trieu at 971-673-0249 for assistance.

*Please submit one copy of your proposal to:*

Janet Matthews, MS, FNP, WHNP  
Adolescent Health Section  
School Based Health Center Program Manager  
Office of Family Health  
Oregon State Public Health Division, DHS  
800 NE Oregon Street, Ste. 825  
Portland, OR 97232  
Phone: 971-673-0241  
FAX: 971-673-0240  
Email: [janet.matthews@state.or.us](mailto:janet.matthews@state.or.us)

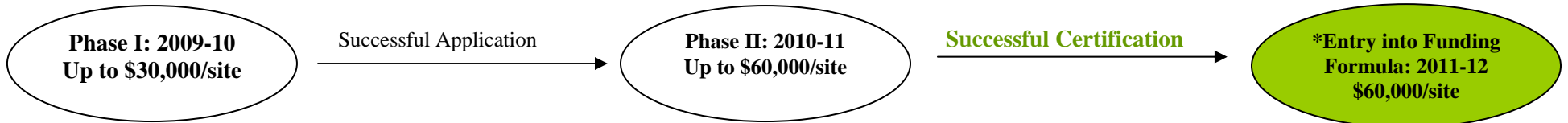
*SPO reserves the right to reject all plans submitted in response to the Request of Proposals. All costs incurred in submitting this plan are the responsibility of the applicant and will not be reimbursed by the SPO.*

*SPO reserves the right to seek clarifications of each plan and the right to negotiate a final contract in the best interest of the Agency, considering cost effectiveness and the level of time and effort required for the services.*

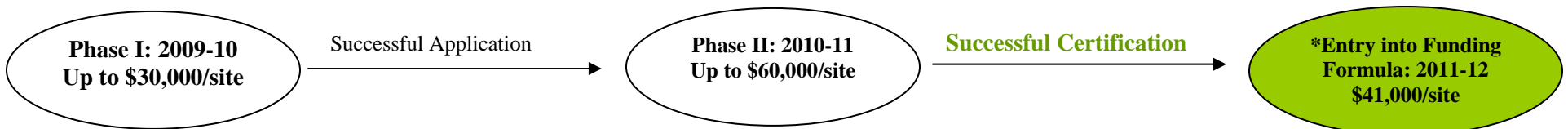
### OPTION 1: Two Year SBHC Planning Process

*Previously awarded planning grantee sites are ineligible for this option.*

County without existing SBHC:

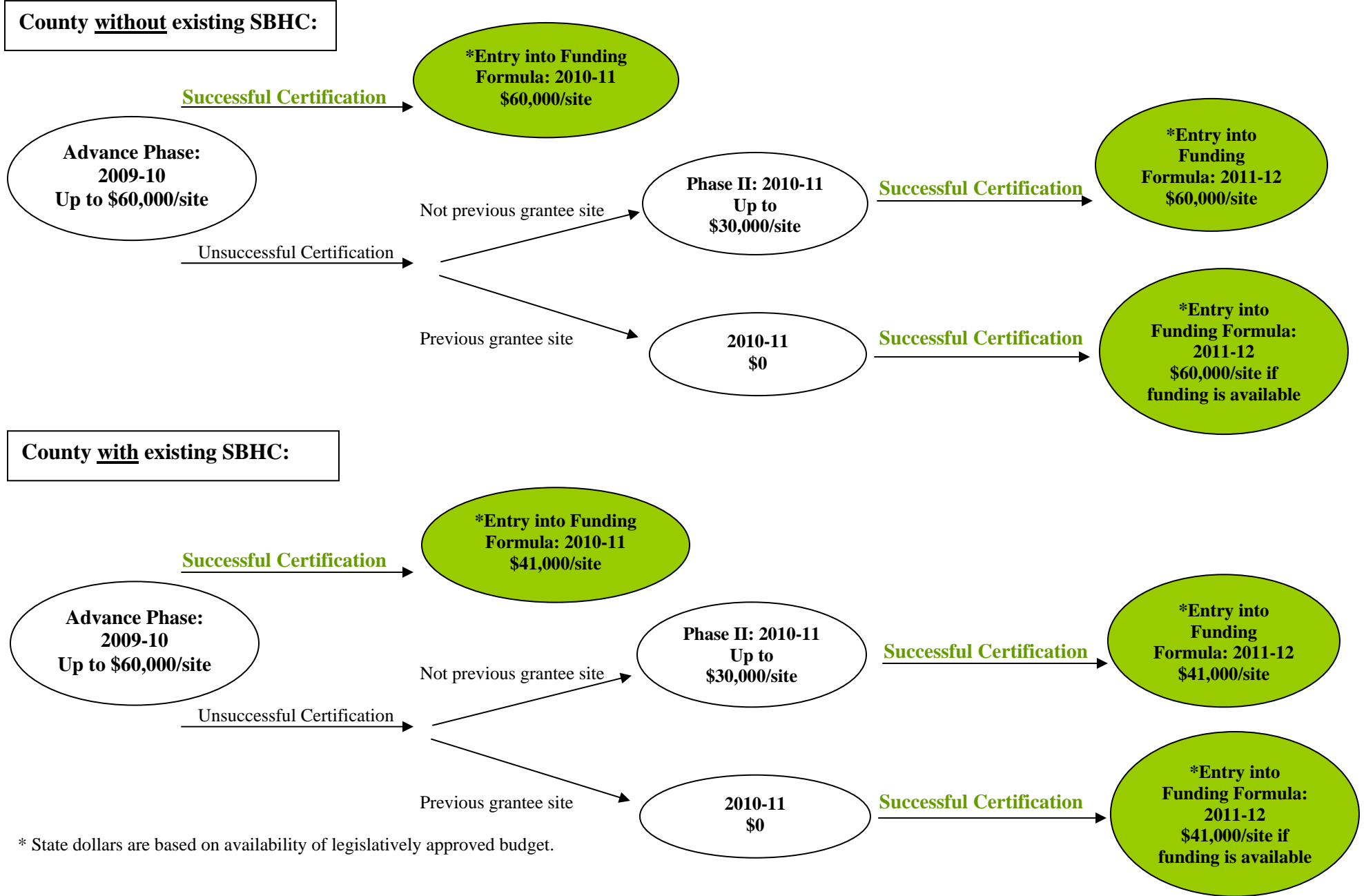


County with existing SBHC:



## OPTION 2: One Year SBHC Planning Process

*Option available to any site.*



\* State dollars are based on availability of legislatively approved budget.

## **SBHC State Funding Formula**

*State dollars are based on availability of legislatively approved budget.*

- **1 Certified SBHC in County ----- LPHA receives \$60,000/yr**
- **> 1 Certified SBHC in County ----- LPHA receives \$41,000/yr for each certified center**

For more information on the funding formula visit the state SBHC website under Funding and Operations.

<http://www.oregon.gov/DHS/ph/ah/sbhc/sbhcfunding.shtml>