School-Based Health Center (SBHC) Planning Checklist

- Establish SBHC regional planning committee
- Orient SBHC regional planning committee to the SBHC model
- Identify a medical sponsor organization and other potential health care provider partner organizations
- Visit existing SBHC(s)
- Establish SBHC advisory group (e.g. principal, other school leadership, school social worker, students, parents/guardians, school nurse, sponsor organization member, and others)
- Conduct community readiness assessment
- Conduct SBHC needs assessment with key stakeholder groups
- Develop and implement marketing and engagement plan for target audiences and gatekeepers
- Identify potential SBHC location(s) via site visit(s)
- Select a well-considered location for the SBHC based on readiness assessment, needs assessment, site visit(s), and needed construction/renovation
- Determine appropriate staffing
- Describe the vision for the SBHC in a narrative business plan
Complete a pro-forma business plan to determine funding needs and potential revenue

Solicit capital and operational funding from variety of sources

Develop necessary agreements and procedure to bill commercial and public insurance

Draft and execute a memorandum of understanding among SBHC partners (e.g. school district, medical sponsor organization, behavioral health, oral health, local department of health)

Develop comprehensive SBHC consent form that includes bi-directional information sharing to promote continuum of care (e.g. school nurse, school counselor, PCP, dentist, parent/guardian)

Complete SBHC renovation/construction process

Engage students to ensure SBHC space is student-friendly

Purchase appropriate equipment and supplies

Ensure appropriate technology access in collaboration with school

Implement ongoing marketing strategies for student recruitment, enrollment, utilization, experience of care

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**Consulting Services**

The School-Based Health Alliance is a highly respected provider of extensive technical assistance and training to the school-based health care field. Our school health consulting staff has decades of experience in designing, operating, and evaluating school-based health center (SBHC) programs. Let us put that expertise to work for you!

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**Benefits of Alliance Membership**

- Access to members-only content on the website, including the blueprint, an extensive online tool to help members develop and expand SBHC services
- National voice advocating for SBHCs at the federal level
- Professional networking and volunteer opportunities, discounts to annual convention
- Letters of support for grant applications, discounts on consulting services, technical assistance