



School-Based Health Center (SBHC) Planning Checklist



- Establish SBHC regional planning committee
- Orient SBHC 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
- Develop and implement marketing and engagement plan for target audiences and gatekeepers
- Identify potential SBHC location(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
- Develop narrative business plan



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!

- 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 procedures 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