



SBHC Program: Planning-to-Operations RFA #4817

Reference Document: Performance Work Plan – Planning Phase

**Performance Work Plan Table for Scope of Work (SOW) - Services or Services with Goods
PLANNING PHASE**

Goal #1: For the SBHC Planning Phase, increase youth access to school-based health care in Colorado.

Objective #1: No later than June 30, 2019, assess the community needs and resources for a SBHC site in the target community.

Primary Activity #1	The Contractor shall conduct an assessment of student health needs and community resources.
Sub-Activity #1	<ol style="list-style-type: none"> 1. The Contractor shall develop or identify a survey tool(s) to assess student health needs among students, parents, faculty/staff and broader community members. 2. The Contractor shall develop or a identify survey tool(s) to assess existing community resources within the target school(s) and school district relative to the operation of a new school-based health center, including available health care facilities that serve low-income children and youth. 3. The Contractor shall conduct assessment(s) or focus groups to collect needs and community resource information relative to the operation of a new school-based health center, including available health care facilities that serve low-income children and youth. The Contractor shall specifically gather student input through focus groups, surveys, or other avenues to help inform the development of the school-based health center. 4. The Contractor shall compile results of surveys/focus groups and analyze results.
Primary Activity #2	The Contractor shall develop and document strategic priorities for a new SBHC site.
Sub-Activity #2	<ol style="list-style-type: none"> 1. The Contractor shall analyze assessment results to determine specific gaps in health care services and barriers for student care in target school(s) and school district. 2. The Contractor shall prioritize and document how a new SBHC site will respond to the unmet healthcare or access needs of the target community that are not otherwise addressed by other health care facilities, including how the SBHC site will address health disparities/equity. 3. Based on the assessment results and identified strategic priorities, the Contractor shall draft an outline of a SBHC Operations Plan.
Objective #2: No later than June 30, 2019, establish broad-based school, school district and community support for a new school-based health center.	
Primary Activity #1	The Contractor shall promote the SBHC model at school and school district meetings, among parents, faculty and staff of the target community, and at community meetings (i.e., Kiwanis Club, Chamber of Commerce, local churches, etc.)
Sub-Activity #1	<ol style="list-style-type: none"> 1. The Contractor shall conduct and report on attendance at community meetings, including at the target school with students, school district board meetings, parent meetings, faculty meetings, and meetings with community-based organizations to build support for the school-based health center. 2. The Contractor shall communicate the need for a school-based health center to the school staff, students, parents, and the general community using the results of the assessment of student health needs and community resources, including how health disparities/equity will be addressed. 3. The Contractor shall communicate the assessment and planning process in a simple and straight-forward manner as understood by school staff, students, parents and the general community. 4. The Contractor shall identify key community stakeholders, including a medical sponsor, and recruit CAC members. CAC shall include parents; school administration; school health staff (including the school nurse); school faculty; leaders from business, faith organizations, primary health, mental health, oral health, education, and social service agencies; and students (if the school-based health center will be serving students enrolled in secondary schools). The Contractor shall also consider including substance abuse treatment providers and other providers linked to the results of the student health needs assessment.



	<ol style="list-style-type: none"> 5. The Contractor shall define and document the role and responsibilities of each key community stakeholder and the CAC. 6. The Contractor shall recruit and convene CAC members, at a minimum on a quarterly basis, to guide the development of a SBHC Operations Plan. 7. The Contractor and CAC shall review the results of the assessment and participate in service and program planning and design. 8. The Contractor and CAC shall develop, document and implement a public relations, school in-reach, and community outreach plan; and document the plans for enrolling students in the school-based health center to ensure a strong and sustainable base of SBHC users.
<p>Objective #3: No later than June 30, 2019, develop and submit to CDPHE a proposed SBHC Program Operations Plan for a new school- based health center.</p>	
<p>Primary Activity #1</p>	<p>The Contractor shall define all elements of the SBHC operations phase.</p>
<p>Sub-Activity #1</p>	<ol style="list-style-type: none"> 1. The Contractor shall visit up to two (2) existing SBHC sites to tour the facilities and observe the operation of the clinics before the last business day in January 2018. 2. The Contractor shall secure written approval from the target school principal, school district superintendent and/or school district board for the physical location of a new SBHC site. 3. The Contractor shall develop a floor plan and a funding plan necessary for SBHC site construction. 4. The Contractor shall secure bids to estimate renovation/construction costs and secure the necessary approval from all required parties, including the school principal and school district superintendent and/or school district board. 5. The Contractor shall meet with school maintenance and facilities staff to develop a plan to maintain the school-based health center space and equipment. 6. The Contractor shall define the governance, management structure and collaborative relationships for a new school-based health center. 7. The Contractor shall develop the SBHC Program Operations Plan and all other required documents that subject to approval by the SBHC Program. The Contractor shall develop an annual budget and justification to start up a new SBHC site as well as multi-year operational budgets to demonstrate long-term planning and sustainability. 8. The Contractor shall develop a marketing and communication plan to enroll users in the new SBHC site. 9. The Contractor shall arrive at an agreement on the role community agency stakeholders will have in supporting the SBHC site and develop an MOU between partners, including an MOU between the target school, school district and the lead medical sponsor agency that outlines roles and responsibilities of all parties. MOUs should also be established between the lead sponsoring agency and any other entities that provide services for the SBHC site. 10. The Contractor shall document a plan for recruiting qualified and licensed health providers, administrative staff and all other SBHC staff for on-site services and site operations.
<p>Standards and Requirements</p>	<ol style="list-style-type: none"> 1. The content of electronic documents located on the Colorado Department of Public Health and Environment’s School-Based Health Center Program and non-CDPHE websites and information contained on CDPHE and non-CDPHE websites may be updated periodically during the contract term. The Contractor shall be familiar with all SBHC Program documents; monitor documents and website content for updates; and comply with all updates. 2. Any aspect of the SBHC Program is subject at any time to changes, revisions, inclusions, exclusions, etc., as needed and/or pursuant to directives or changes required by rule, regulation, statute or guidance, and Contractors are required to comply with any such changes, revisions, inclusions, exclusions, etc. 3. The Contractor shall maintain at least one (1) staff position responsible for administration of this contract. 4. The Contractor shall provide fiscal oversight and shall be solely responsible for compliance with all provisions and deliverables under this Contract. 5. The Contractor shall ensure that all current administrative and fiscal staff related to the administration of this contract participate in a mandatory SBHC Program orientation within thirty (30) calendar days of the contract execution date, and that all new administrative or fiscal staff related to the administration of this contract participate in a mandatory SBHC Program orientation within thirty (30) calendar days of



	<p>the date of hire.</p> <ol style="list-style-type: none"> 6. The Contractor shall attend a post-award orientation provided by CDPHE as well as other required meetings, webinars and telephone calls for the purpose of information-sharing, training, technical assistance and contract monitoring. 7. The Contractor shall ensure that the renovation/facility construction plans meet or exceed the <i>Revised Quality Standards for School-Based Health Centers</i>. This document is incorporated and made part of the Contract by reference and is available on the following website https://www.colorado.gov/cdphe/sbhc-quality-standards. 8. The Contractor shall use the SBHC Operations Plan to create an operations plan outline and draft. This document is incorporated and made part of the Contract by reference and is available on the following website https://www.colorado.gov/cdphe/sbhc-grantee-requirements. 9. The Contractor shall submit to the State a copy of the signed and dated Attestation of MOU with any subcontractor or any agency agreement pertaining to this contract. 10. The Contractor shall participate in professional development opportunities to ensure continued learning and growth in relevant topics related to school-based health centers. 11. The Contractor shall read the bi-monthly SBHC Program electronic newsletter and regularly review the SBHC Program website, which serve as the primary methods of communication between CDPHE and Contractors. 12. The Contractor shall ensure input from host-school students, and community youth and parents in the development of a plan for a new SBHC site via focus groups, surveys or other input-gathering methods. 13. The Contractor shall develop a plan as well as all policies and procedures for the new SBHC site pursuant to all objectives, activities and sub-activities listed under Goal #2 (Operations Phase) of this Work Plan, including billing policies and procedures and all other for Medicaid, CHP+, other public and private insurance and third-party payers. 14. The Contractor shall define the services to be offered at the new school-based health center and assure the new SBHC site meets the <i>Revised Quality Standards for Colorado School-Based Health Centers</i> by completing the <i>Revised Quality Standards for Colorado School-Based Health Centers</i> checklist, 15. The Contractor shall determine staffing per the <i>Revised Quality Standards for Colorado School-Based Health Centers</i>, including, at a minimum, an (1) on-site primary care provider; (2) on-site behavioral health provider; (3) on-site support staff; and (4) a designated health care provider available to discuss clinical issues as needed. 16. The Contractor shall develop a plan for CLIA-waived lab testing and microscopy onsite and identify a location to send specimens for off-site laboratory testing. 17. The Contractor shall host a site-visit for SBHC Program staff annually for each planning year by the last day of the state fiscal year (June 30). 18. If the needs assessment or other factors reveal community or contextual barriers that prevent development of a SBHC Operations Plan for a new SBHC site, the Contractor shall submit a Lessons Learned report via email to cdphe_sbhcprogram@state.co.us no later than the last business day in July 2018 or July 2019, as applicable. The report form will be supplied by CDPHE and must include a summary of the needs assessment, why a SBHC site cannot be developed, and a description of how and when the project will terminate. 19. The Contractor shall submit, within ten (10) business days, a written explanation of any changes that might affect the viability, effectiveness, productivity or sustainability of the school-based health center site(s) via email to cdphe_sbhcprogram@state.co.us. These changes include, but are not limited to: <ol style="list-style-type: none"> a. Personnel; b. Schools served; c. Physical facilities in which services are provided to students; d. Service hours, levels and types; e. Site-specific Operations Plan and/ or Performance Work Plan that deviates from the approved contract; f. Sources of funding and supporting. g. Local interagency or political circumstances.
<p>Expected Results of Activity(s)</p>	<p>A comprehensive assessment of unmet healthcare needs in the target community, the identification of community resources to support a new school-based health center, the development of a SBHC Operations</p>



	Plan, and budget and justification for a new SBHC site.	
Measurement of Expected Results	A completed needs assessment and a proposed SBHC Operations Plan, budget and justification, and all other required documents, if proceeding with the establishment of a new SBHC site, or a final Lessons Learned report, if not proceeding with establishment of a new SBHC site.	
		Completion Date
Deliverables	1. The Contractor shall annually or as often as needed submit a budget with justification in accordance with set content and due dates.	Annually, no later than the first business day in March
	2. The Contractor shall send, via email to cdphe_sbhc_program@state.co.us a progress report in a format provided by CDPHE.	Quarterly, no later than the last business day in October, January, April, July of each year
	3. The Contractor shall send, via email to cdphe_sbhcprogram@state.co.us , for CDPHE review and approval, the SBHC Program Operations Plan and all other required documents.	Contingent upon the completion of the planning phase, no later than the last business day in April 2018 or April 2019

****End of Sample Operations Phase Performance Work Plan****