



How to Build a School Health Center from the Ground Up



by the California School Health Centers Association

From Vision to Reality:

How to Build

A School Health Center

From the Ground Up



School Health Centers

Contact Us: (510) 268-1260

660 13th St., Ste 202 • Oakland, CA 94612

www.schoolhealthcenters.org

© May 2009 California School Health Centers Association

Table of Contents

Preface			
Chapter 1: Overview			
Facts about School Health Centers in California	2		
Benefits of School Health Centers	2		
Models of School Health Centers	3		
How School Health Centers are Financed	4		
Types of Services	4		
Medical	4		
Mental Health	5		
Oral Health	5		
Health Education	5		
Coordinated School Health	6		
Chapter 2: Community Planning			
Planning and Relationship Building	7		
Who Should Be Involved	7		
Conducting a Needs Assessment	9		
What You Can Learn from a Needs Assessment	10		
Strategies for Answering Needs Assessment Questions	10		
Establishing an Advisory Council	11		
Diversity on the Advisory Council	12		
Long-Term Community Involvement	12		
Norksheet: Your Community Planning Process			
Chapter 3: Youth Engagement			

	Why Youth Engagement is Important	16
	How Youth Benefit from Being Engaged	16
	Strategies for Youth Engagement	17
	Which Youth to Engage?	17
	Youth-Led Research	18
	Youth-Led Services	19
	Youth Advocacy	20
	Youth Advisory Committees	20
	Sustaining Youth Engagement	21
V	Vorksheet: Developing a Youth Involvement Plan	22
C	Chapter 4: Health Center Structure and Staffing	
	The Lead Agency	23
	Other Partners	25
	Staffing	25
	Administrative Personnel	26
	Medical Providers	26
	Mental Health Providers	29
	Dental Care Providers	30
	Health Educators	30
	Other Staff	31
	Sample Staffing Options	31
C	Chapter 5: School Health Center Funding	
	How School Health Centers are Funded	33
	Cultivating Funders	33
	Funding Sources	33

Federal Government	33	
State Government	34	
Local Government	35	
Foundations	36	
Local Funders		
Funding Links	37	
Types of Grants	37	
Developing a Fundraising Plan	38	
Writing a Good Grant Proposal	38	
Other Sources of Support	42	
Worksheet: Determining Your Fundraising Strategy	44	
Chapter 6: Licensing and Regulations		
Primary Care Licensing	48	
Medi-Cal Certification	51	
OSHA	51	
Laboratory Requirements	51	
Insurance Program Certification	52	
Chapter 7: Operations		
School Health Center Guidelines	56	
Contracts and Memoranda of Understanding	57	
Communication and Collaboration	58	
Cultural Competence	60	
Confidentiality and Consent	61	
Consent for Treatment	61	
Confidentiality	63	

Chapter 8: School Health Center Facilities 6		
Designing the School Health Center	65	
Key Elements of School Health Centers	66	
Financing for School Health Center Facilities	69	
Facilities Construction Process	71	
Chapter 9: Evaluation and Data Collection		
Why Evaluation Is Important	73	
Why Start Early?	73	
Who Is Your Audience and What Do They Care About?	74	
Types of Evaluation	75	
Process Evaluation	75	
Outcome Evaluation	76	
Finding a Comparison	77	
Creating a Logic Model and Evaluation Plan	78	
Developing an Evaluation Plan	78	
Ways to Collect Your Own Data	79	
Clinic Record Data	81	
Utilizing Existing Data Sources	82	
Student Survey Data	82	
Community or County-Level Data	83	
Tools for Analysis	85	
Using Evaluation Findings	85	
Communicating Your Results	86	

Appendices		88
Appendix A:	Sample Memorandum of Understanding	89
Appendix B:	Youth Engagement Process	98
Appendix C:	Job Descriptions	99
Appendix D:	Guidelines for School Health Centers	110
Appendix E:	Sample Consent Package	122
Appendix F:	Sample Customer Satisfaction Surveys	126
Appendix G:	Sample Surveys	132
Appendix H:	Sample Youth Focus Group Results	135
Appendix I:	Sample Floor Plans	137