From Vision to Reality:

How to Build a School Health Center from the Ground Up

by the California School-Based Health Alliance
From Vision to Reality:
How to Build
A School Health Center
From the Ground Up
# 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
- Worksheet: Your Community Planning Process 14

**Chapter 3: Youth Engagement** 16
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Government</td>
<td>34</td>
</tr>
<tr>
<td>State Government</td>
<td>35</td>
</tr>
<tr>
<td>Local Government</td>
<td>36</td>
</tr>
<tr>
<td>Foundations</td>
<td>37</td>
</tr>
<tr>
<td><strong>Local Funders</strong></td>
<td>38</td>
</tr>
<tr>
<td>Funding Links</td>
<td>38</td>
</tr>
<tr>
<td>Types of Grants</td>
<td>38</td>
</tr>
<tr>
<td>Developing a Fundraising Plan</td>
<td>38</td>
</tr>
<tr>
<td>Writing a Good Grant Proposal</td>
<td>39</td>
</tr>
<tr>
<td>Other Sources of Support</td>
<td>43</td>
</tr>
<tr>
<td><strong>Worksheet: Determining Your Fundraising Strategy</strong></td>
<td>45</td>
</tr>
<tr>
<td><strong>Chapter 6: Licensing and Regulations</strong></td>
<td>49</td>
</tr>
<tr>
<td>Primary Care Licensing</td>
<td>49</td>
</tr>
<tr>
<td>Medi-Cal Certification</td>
<td>52</td>
</tr>
<tr>
<td>OSHA</td>
<td>52</td>
</tr>
<tr>
<td>Laboratory Requirements</td>
<td>52</td>
</tr>
<tr>
<td>Insurance Program Certification</td>
<td>52</td>
</tr>
<tr>
<td><strong>Chapter 7: Operations</strong></td>
<td>56</td>
</tr>
<tr>
<td>School Health Center guidelines</td>
<td>56</td>
</tr>
<tr>
<td>Contracts and Memoranda of Understanding</td>
<td>57</td>
</tr>
<tr>
<td>Communication and Collaboration</td>
<td>58</td>
</tr>
<tr>
<td>Cultural Competence</td>
<td>59</td>
</tr>
<tr>
<td>Confidentiality and Consent</td>
<td>61</td>
</tr>
<tr>
<td>Consent for Treatment</td>
<td>61</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>62</td>
</tr>
</tbody>
</table>
Chapter 8: School Health Center Facilities

Designing the School Health Center
Key Elements of School Health Centers
Financing for School Health Center Facilities
Facilities Construction Process

Chapter 9: Evaluation and Data Collection

Why Evaluation Is Important
Why Start Early?
Who Is Your Audience and What Do They Care About?
Types of Evaluation
  Process Evaluation
Outcome Evaluation
  Finding a Comparison
Creating a Logic Model and evaluation plan
  Developing an Evaluation Plan
Ways to Collect Your Own Data
  Clinic Record Data
Utilizing Existing Data Sources
  Student Survey Data
  Community or County-level Data
Tools for Analysis
Using Evaluation Findings
  Communicating Your Results

Appendices

Appendix A: Sample Memorandum of Understanding
Appendix B: Youth Engagement Process
Appendix C: Job Descriptions
Appendix D: Draft Guidelines for School Health Centers
Appendix E: Sample Consent Package
Appendix F: Sample Customer Satisfaction Surveys
Appendix G: Sample Surveys
Appendix H: Sample Youth Focus Group Results
Appendix I: Sample Floor Plans