HRSA
Health Resources & Services Administration

FY 2023 Health Center Program School-Based Service Expansion (H2E Awards) Progress Reports

Office of Health Center Investment Oversight
Health Resources & Services Administration (HRSA)/Bureau of Primary Health Care (BPHC)

Vision: Healthy Communities, Healthy People

Agenda

- SBSE Award Overview
- Upcoming SBSE Progress Reports Schedule
- Important Reminders
- Progress Report Overview
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  - ✓Completing the SBSE Progress Report
  - ✓Completing the Contact Information Form
  - ✓Completing the SBSE Form
  - ✓Submitting the SBSE Progress Report
  - ✓Responding to Change Requests for the SBSE Progress Report

SBSE Award Overview

- **Awarded September 2023**
- **Purpose:** To expand access to primary health care services, including mental health services, through Health Center Program award recipients' new and/or existing service delivery sites located at or on the grounds of schools.
- **Funding level differed depending on if new site was added:** $350,000 per year for grantees that propose new school-based service site(s) or $250,000 per year for grantees that propose to expand services at existing school-based service site(s)

https://bphc.hrsa.gov/program-opportunities/school-based-service-expansion

SBSE Progress Report Schedule

Reports	Reporting Period	Available in EHBs	Due Dates
NCC	September 1, 2023- February 29, 2024	March 1, 2024	**April 12, 2024**
SAPR1	March 1, 2024- August 31, 2024	September 1, 2024	**September 15, 2024**
SAPR2	September 1, 2024- February 28, 2025	March 1, 2025	**March 15, 2025**
SAPR3	March 1, 2025- August 31, 2025	September 1, 2025	**September 15, 2025**

Important Reminders

- **Progress reports:**
  - Are due on **September 15, 2024,** for the reporting period of March 1, 2024-August 31, 2024
  - Continue until the project(s) is completed and the grant has ended
  - **Cannot** be utilized to re-budget or make changes to the approved project

Progress Report Overview

- **Key components:**
  - Progress report status, overall and by activity: **not yet started**, **partially implemented**, **fully implemented**, **will not implement**
  - Activity Progress Update: provide a narrative update for each service category's activities (required)
    - ✓ Access to Services
    - ✓ Quality, Patient Care, and Safety
    - ✓ Workforce
    - ✓ Patient Experience and Health-Related Social Needs
    - ✓ Other
  - Successes/Promising Practices
  - Lessons Learned

Examples - Status Update

Example 1:

- *In the last 6 months we met our goal of increasing access to behavioral health care from 1 day a week to 5 days a week at the Superior High school site.*
- *Services began in January 2024; care was initially provided on site by a Licensed Clinical Social Worker (LCSW) 1 day a week. At the beginning of June, we were able to hire a bilingual Associate Clinical Social Worker that provides care 4 days a week.*
- *We are currently recruiting for an additional LCSW and hope to have them in place by the beginning of October, this will allow us to expand behavioral health services to the Academic Middle School 3 days a week.*

Example 2:

- *We proposed providing primary care and behavioral health services at 2 schools. Our site at Alpine High School is staffed and operational as of March 1, 2024.*
- *Implementation took 3 months longer than anticipated due to challenges in recruiting and hiring the nurse practitioner (NP) and LCSW. We also hired a nurse and outreach specialist to provide case management and market the program. Recruitment continues to be an issue as we have not been able to hire a NP and LCSW for the 2nd site (Oak Tree Middle School). We are currently utilizing health center staff to cover 2 days a week.*
- *Our goal is to be fully staffed and providing services at both schools 5 days a week by the end of September 2024.*

Examples - Successes/Promising Practices

Example 1:

- *Through collaboration with the school nurse, we were able to streamline the student registration process, which has improved on-site efficiency at our 5 school-based sites.*
- *We now utilize a one-page electronic form to pre-register children for services, instead of asking parents/caregivers to complete the full 10-page paper registration packet, and a QR code that links to the parental consent forms to ensure HIPAA/FERPA compliance and obtain the forms in a more-timely manner.*
- *Parents report that this has lessoned the pre-registration burden and has prevented our staff from having to turn away students when the required forms were not on file.*

Example 2:

- *Partnered with mental health subject matter experts and school counselors to develop protocols and guidelines for screening and educating students on substance use. These guidelines were applied across 5 schools in April 2024.*
- *This has increased the continuity of care by providing a uniform screening checklist, educational materials, and resources.*
- *There is also a peer education component that is utilized to train teachers, staff, students and parents to ensure everyone has access to the same information.*
- *The school district wants to implement in all 26 high schools.*

Examples - Lessons Learned

Example 1:

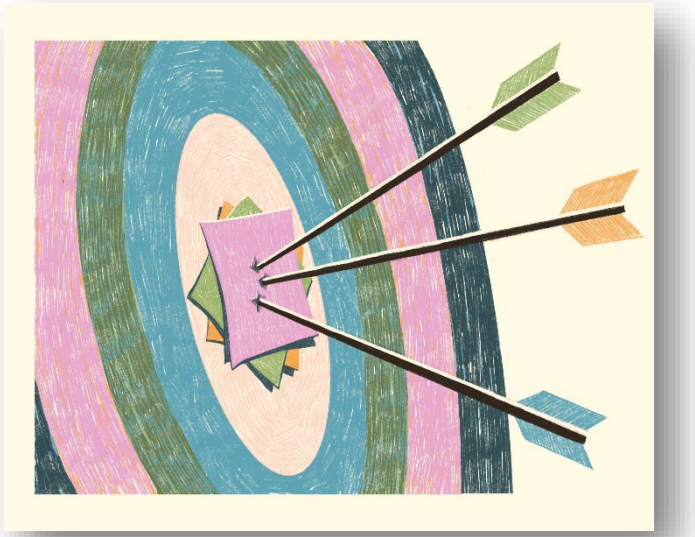
- *When establishing behavioral health services at a new school site, it has been important to dedicate time for teacher and staff relationship-building, attending student support meetings, and delivering all-staff presentations to get the word out about our services and to answer questions.*
- *Having these relationships in place has helped us to obtain the required paperwork and parental consents in a timely manner.*
- *Teachers and guidance counselors have become advocates for the program and are now a great source of student referrals.*

Example 2:

- *Based on student need at several of our sites we expanded our capacity to provide enhanced enabling services such as case management, education, and referrals.*
- *We realized that our current E.H.R. systems do not allow us to effectively track and monitor these additional services and we have been recording enabling visits in an excel spreadsheet.*
- *As a result, we are currently exploring modifications to our E.H.R. system to accurately report and track the impact of these services.*
- *This is projected to be completed by October of 2024.*

Progress Report - Overview Continued

- **Key components of the progress report (continued):**
  - Activities and Budget Consistent with Approved Work Plan
  - Barriers, if yes, a selection list appears
  - Point-in Time Impact Self-Assessment
  - Program Requirement to provide Mental Health services
  - Training and Technical Assistance Resource Utilization, with selection lists available



Report School - Based Patients in UDS

TABLE 4: SELECTED PATIENT CHARACTERISTICS (CONTINUED)

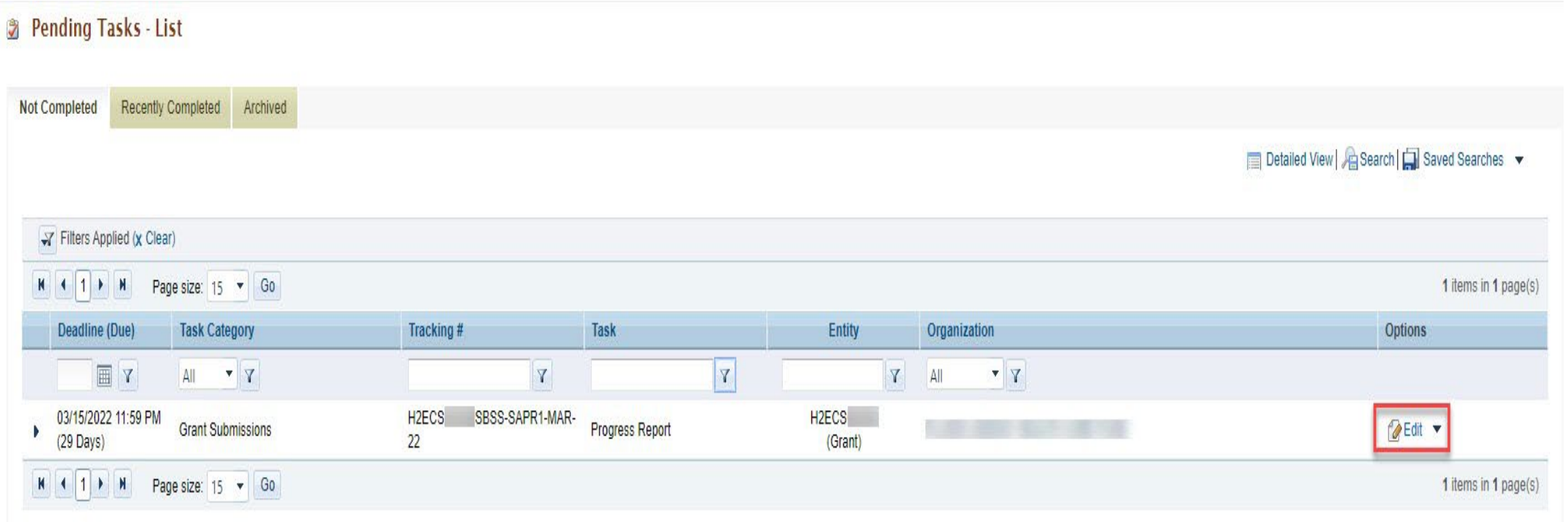
Calendar Year: January 1, 2023, through December 31, 2023

Line	Special Populations	Number of Patients (a)
14	Migratory (330g awardees only)	
15	Seasonal (330g awardees only)	
16	**Total Agricultural Workers or Their Family Members** (All health centers report this line)	
17	Homeless Shelter (330h awardees only)	
18	Transitional (330h awardees only)	
19	Doubling Up (330h awardees only)	
20	Street (330h awardees only)	
21a	Permanent Supportive Housing (330h awardees only)	
21	Other (330h awardees only)	
22	Unknown (330h awardees only)	
23	**Total Homeless** (All health centers report this line)	
24	**Total School-Based Service Site Patients** (All health centers report this line)	
25	**Total Veterans** (All health centers report this line)	
26	**Total Patients Served at a Health Center Located In or Immediately Accessible to a Public Housing Site** (All health centers report this line)	

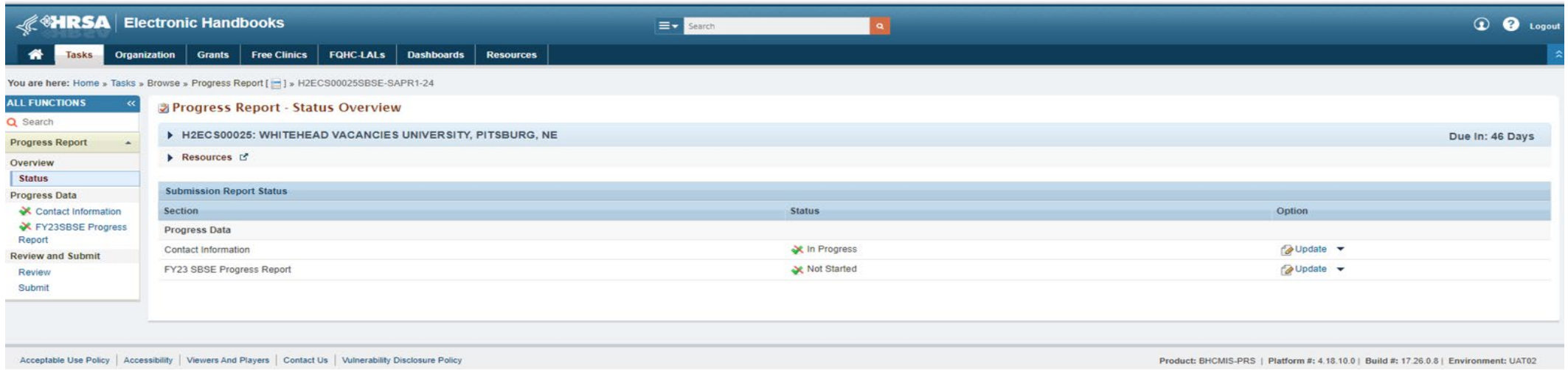
- ***All school-based patients should be reported in Table 4, line 24***
- ***Your increase in the number of school-based patients will inform HRSA's decision on whether to continue your SBSE funding***

HRSA Health Center Program

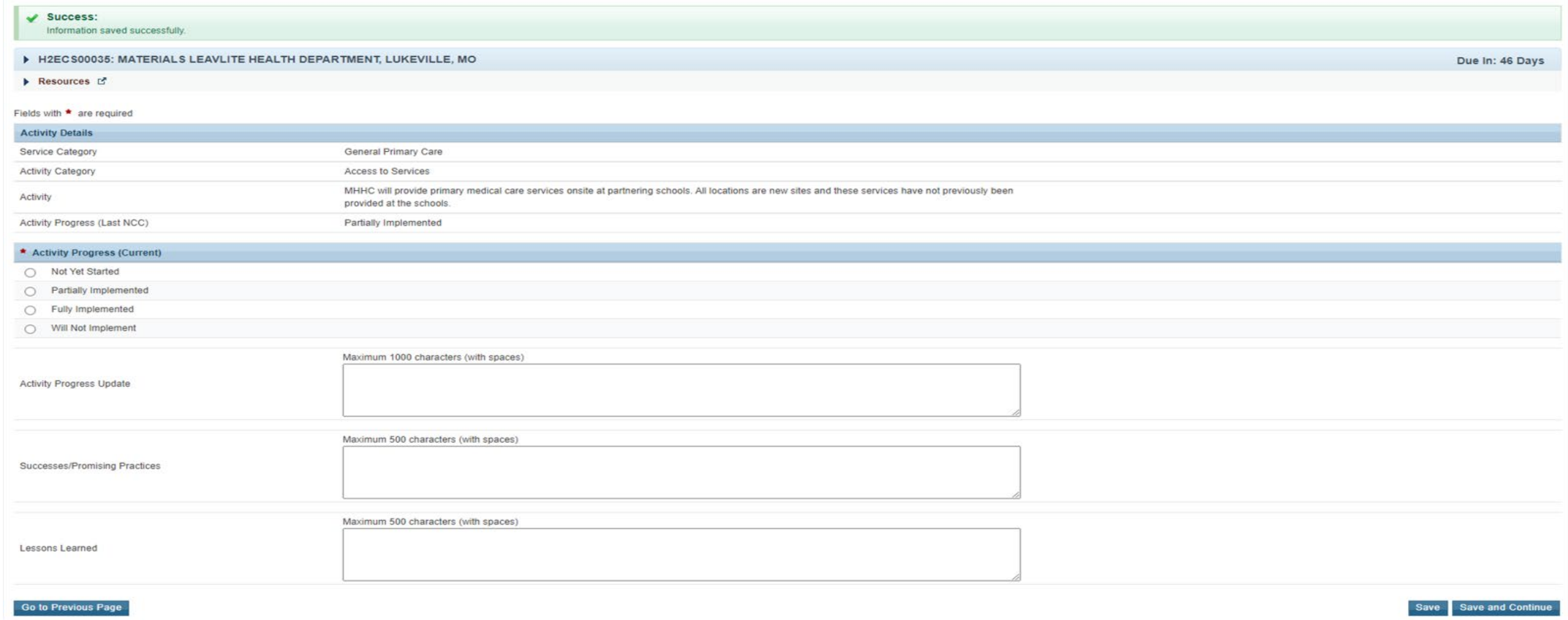
Accessing the SBSE Progress Report



Completing the SBSE Progress - Report Part 1



Completing the SBSE Progress - Report Part 2



Success:
Information saved successfully.

H2ECS00035: MATERIALS LEAVLITE HEALTH DEPARTMENT, LUKEVILLE, MO — Due In: 46 Days

Resources

Fields with * are required

Activity Details

Service Category	General Primary Care
Activity Category	Access to Services
Activity	MHHC will provide primary medical care services onsite at partnering schools. All locations are new sites and these services have not previously been provided at the schools.
Activity Progress (Last NCC)	Partially Implemented

*** Activity Progress (Current)**

- ○ Not Yet Started
- ○ Partially Implemented
- ○ Fully Implemented
- ○ Will Not Implement

Activity Progress Update — Maximum 1000 characters (with spaces)

Successes/Promising Practices — Maximum 500 characters (with spaces)

Lessons Learned — Maximum 500 characters (with spaces)

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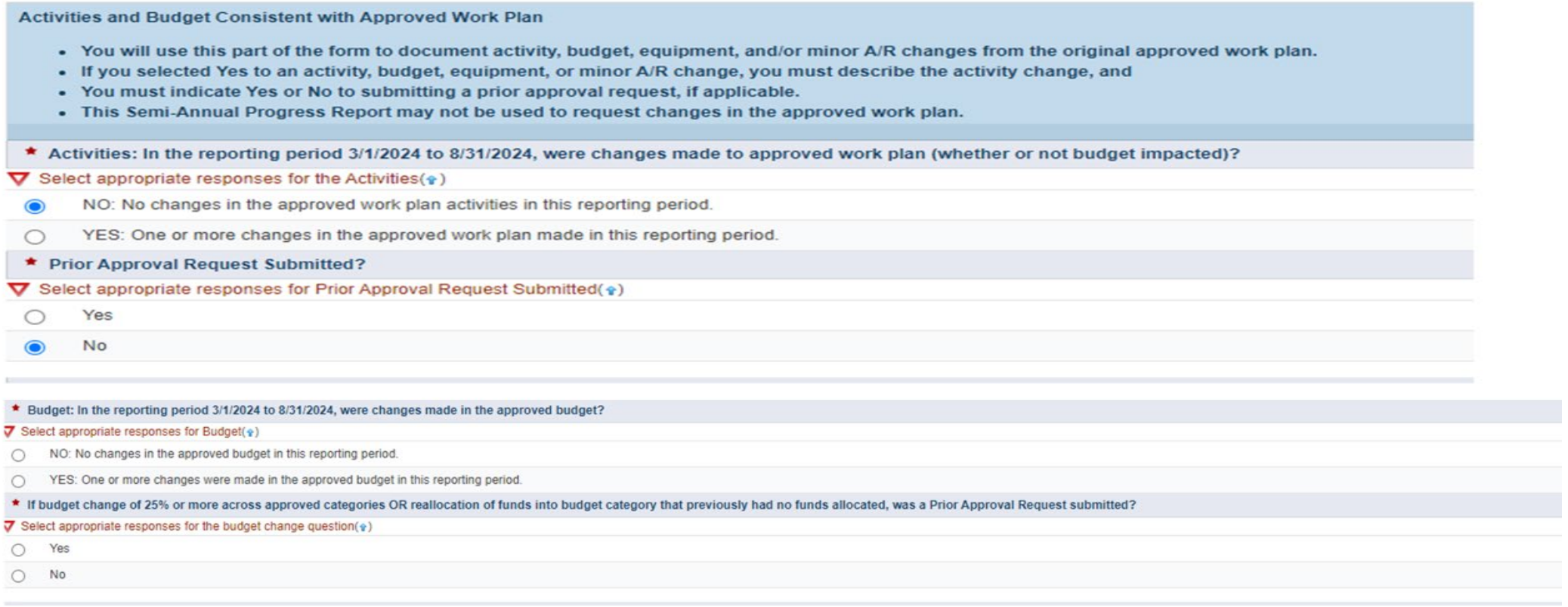
Completing the SBSE Progress - Report Part 3



Activities and Budget Consistent with Approved Work Plan

- You will use this part of the form to document activity, budget, equipment, and/or minor A/R changes from the original approved work plan.
- If you selected Yes to an activity, budget, equipment, or minor A/R change, you must describe the activity change, and
- You must indicate Yes or No to submitting a prior approval request, if applicable.
- This Semi-Annual Progress Report may not be used to request changes in the approved work plan.

* **Activities: In the reporting period 3/1/2024 to 8/31/2024, were changes made to approved work plan (whether or not budget impacted)?**

Select appropriate responses for the Activities

- (●) NO: No changes in the approved work plan activities in this reporting period.
- ( ) YES: One or more changes in the approved work plan made in this reporting period.

* **Prior Approval Request Submitted?**

Select appropriate responses for Prior Approval Request Submitted

- ( ) Yes
- (●) No

* **Budget: In the reporting period 3/1/2024 to 8/31/2024, were changes made in the approved budget?**

Select appropriate responses for Budget

- ( ) NO: No changes in the approved budget in this reporting period.
- ( ) YES: One or more changes were made in the approved budget in this reporting period.

* **If budget change of 25% or more across approved categories OR reallocation of funds into budget category that previously had no funds allocated, was a Prior Approval Request submitted?**

Select appropriate responses for the budget change question

- ( ) Yes
- ( ) No

Completing the SBSE Progress - Report Part 4

* **Equipment: In the reporting period 3/1/2024 to 8/31/2024, was equipment added or removed from approved equipment list?**
Note: Equipment may only be purchased if one-time funding was requested and an equipment list submitted in the Year One budget proposal.

Select appropriate responses for Equipment

- ○ NO: No changes in the approved one-time funding equipment list in this reporting period.
- ○ YES: One or more changes made in the approved one-time funding equipment list in this reporting period.

* **Prior Approval Request Submitted?**

Select appropriate responses for Prior Approval Request Submitted

- ○ Yes
- ○ No

* **Changes in Minor A/R: In the reporting period 3/1/2024 to 8/31/2024, were there any changes to approved minor A/R?**
Minor alteration/renovation (A/R) is allowed only if one-time funding for minor A/R was included in your approved Year One budget proposal.

Select appropriate responses for Changes in Minor A/R

- ○ NO: No changes in the approved one-time funding minor A/R during this reporting period.
- ○ YES: One or more changes made in the approved one-time funding minor A/R during this reporting period.

* **Prior Approval Request Submitted?**

Select appropriate responses for Prior Approval Request Submitted

- ○ Yes
- ○ No

Completing SBSE Progress - Report Part 5

* **Changes in Minor A/R: In the reporting period 3/1/2024 to 8/31/2024, were there any changes to approved minor A/R?**
Minor alteration/renovation (A/R) is allowed only if one-time funding for minor A/R was included in your approved Year One budget proposal.

Select appropriate responses for Changes in Minor A/R

- ○ NO: No changes in the approved one-time funding minor A/R during this reporting period.
- ◉ YES: One or more changes made in the approved one-time funding minor A/R during this reporting period.

* **If YES, select from the following options. Check all that apply:**

- ☐ Planned minor A/R will not be implemented
- ☐ Minor A/R changes WITHOUT change in site location
- ☐ Site/location changes in approved Minor A/R project

* **Prior Approval Request Submitted?**

Select appropriate responses for Prior Approval Request Submitted

- ○ Yes
- ○ No

Completing SBSE Progress - Report Part 6

Barriers: You will use this part of the form to document any barriers or issues encountered in implementing approved SBSE activities during the period of performance from 3/1/2024 to 8/31/2024.

- **If yes is selected, you must identify one or more issues or barriers.**
- **If the issue or barrier it not listed, select 'Other' and explain (300 characters including spaces), and**
- **Identify any steps taken to mitigate the issues or barriers (up to 500 characters including spaces).**

*** In this reporting period, were there any issues or barriers in the use of the funding and/or implementing the planned activities consistent with your approved School-Based Service Expansion (SBSE) work plan?**

Select an appropriate response to Barriers( )

- ○ Yes
- ○ No

What steps have been taken to mitigate issues or barriers?

Maximum 500 characters (with spaces)

Completing SBSE Progress - Report Part 7

Point-in Time Impact Self-Assessment: You will use this part of the form to provide an assessment of the overall project.

Considering the overall project, please indicate the degree to which the School-Based Service Expansion supported activities to date are achieving the funding objectives or project requirements as stated in the Notice of Funding Opportunity.

*** Program requirement: Increase the number of patients served at school-based service sites.**

Provide an appropriate response for the Impact Self Assessment.

- ○ Not yet achieving funding objectives/project requirements as expected at this point
- ○ Achieving funding objectives/project requirements somewhat slower than expected at this point
- ○ Activities in planning stages; not yet started
- ○ Achieving objectives/project requirements as expected at this point
- ○ Achieving objectives/project requirements better than expected at this point

Optional: Please provide any comments about the Impact Self-Assessment:

Maximum 500 characters (with spaces)

*** Program requirement: Provide mental health services at each school-based service site included in your FY 2023 SBSE application**

Provide an appropriate response for the Impact Self Assessment.

- ○ By checking this box, I certify that mental health services (provided directly or by contract) are currently provided at each new and/or existing school-based service site funded under FY 2023 School-Based Service Expansion.
- ○ By checking this box, I certify that mental health services (provided directly or by contract) are not yet provided at each new and/or existing school-based service site funded under FY 2023 School-Based Service Expansion.

Optional: Please provide any comments about the Impact Self-Assessment:

Maximum 500 characters (with spaces)

HRSA Health Center Program

Completing SBSE Progress - Report Part 8

Training and Technical Assistance Resource Utilization

Select applicable responses below regarding your use of training and technical assistance (T/TA) resources related to the School-Based Service Expansion award.

Select appropriate responses for the Training and Technical Assistance Resource Utilization.(⇧)

- ○ I have not utilized any assistance/TA for this project.
- ○ I have utilized the following types of T/TA for this project (select all that apply):

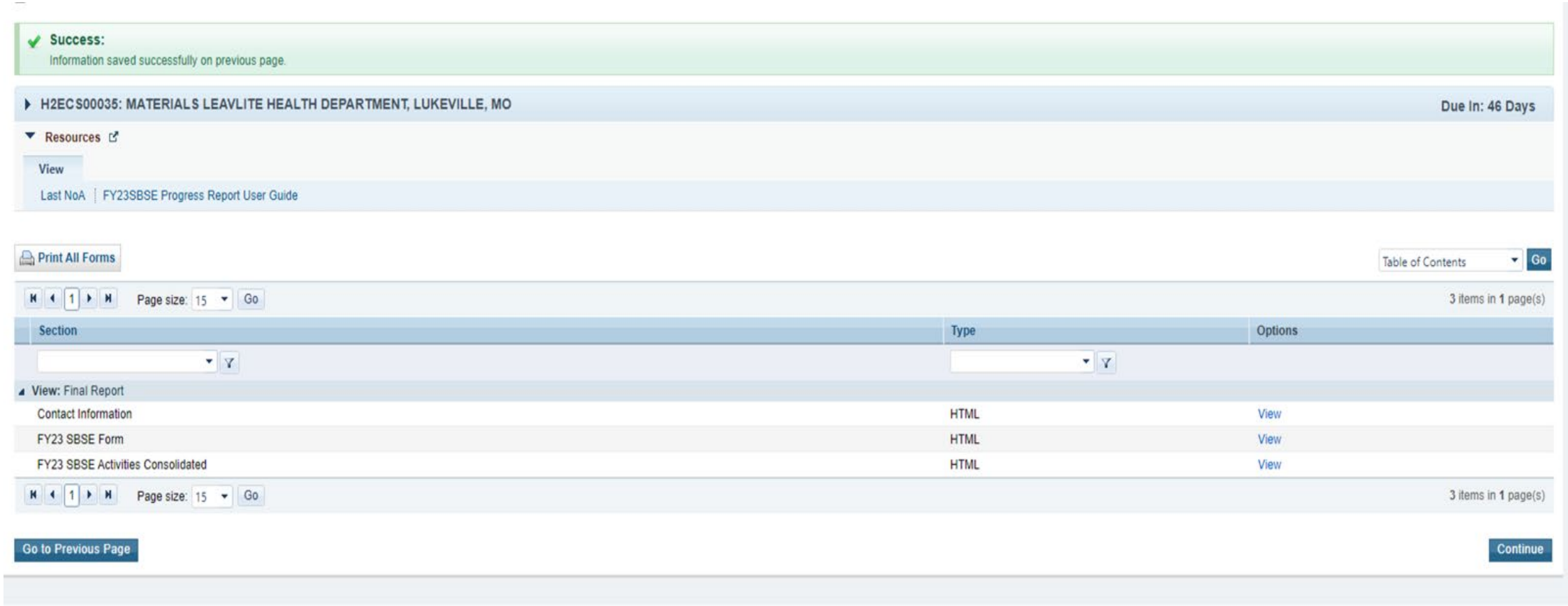
Indicate in the space provided if you are interested in receiving additional information about available TA resources.

- ☐ I am interested in receiving the following types of T/TA related to this project (select all that apply):

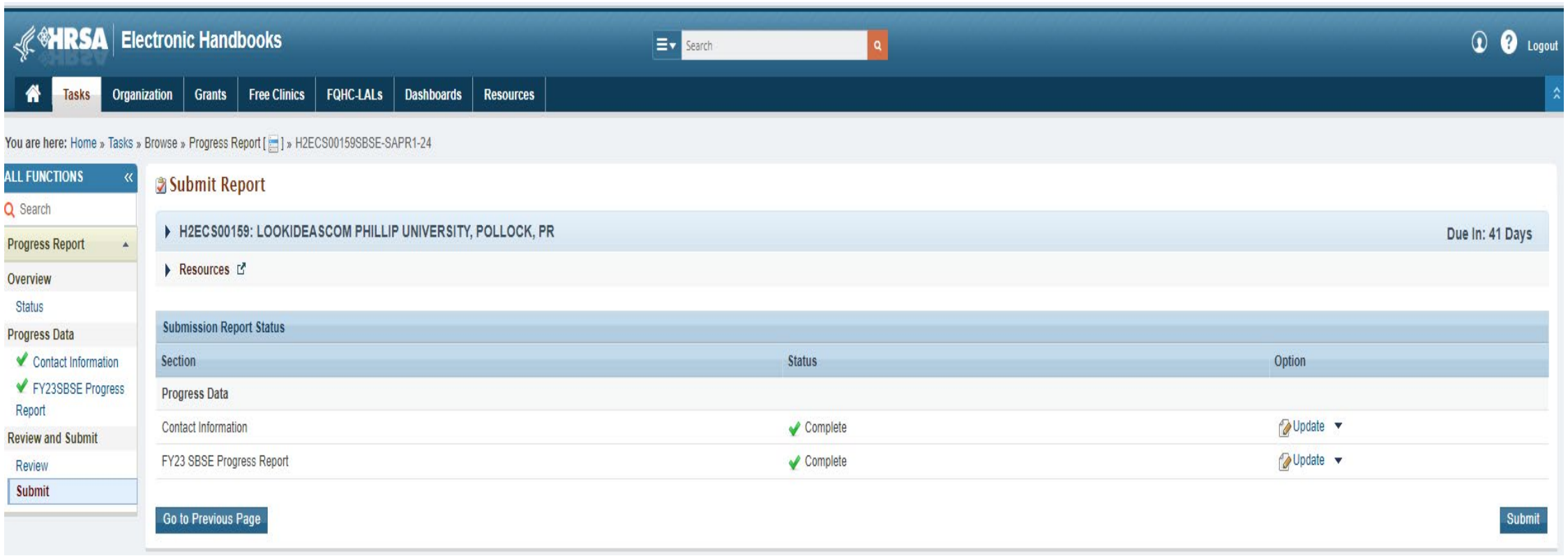
Go to Previous Page | Save | Save and Continue

HRSA Health Center Program

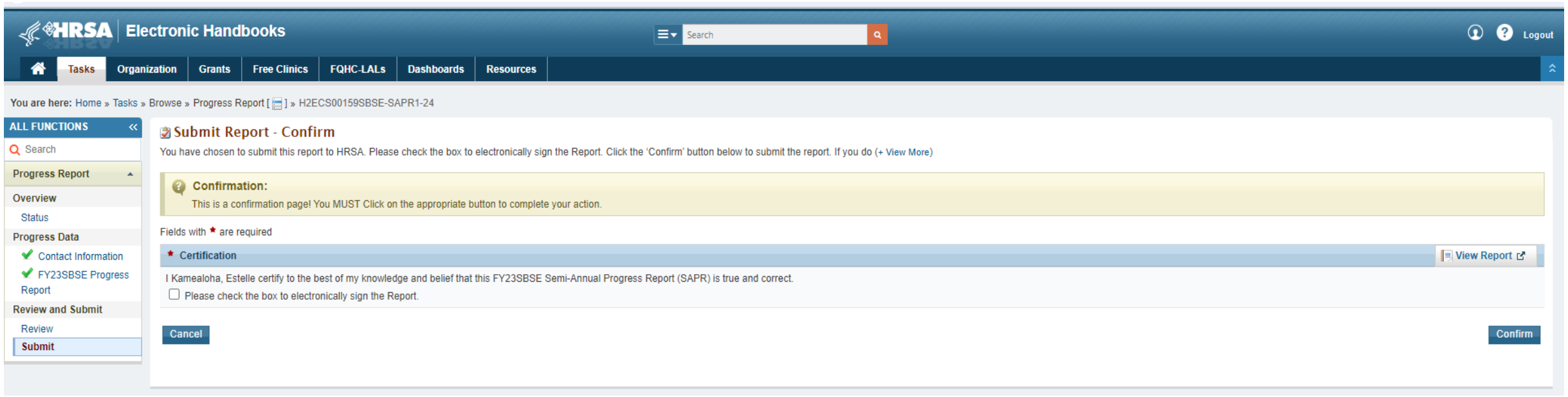
Submitting your Progress Report (1 of 2)



Submitting your Progress Report (2 of 2)



Submitting your Progress Report - Confirmation!



Responding to Change Requests for the SBSE Progress Report

- After submitting the SBSE Progress Report, the School-Based Investment Team may determine that additional information or corrections are needed. In this case, an EHB email notification with more details regarding the requested changes will be sent to you.
- If a change request is sent, your progress report will be accessible to you immediately in your pending tasks queue. Follow the steps found in **Section 2 of the User Guide: Accessing the SBSE Progress Report** to revisit and update the information in your progress report consistent with the email notification.

Tips for Success

✓ **Share barriers, successes and lessons learned**:
Please consider selecting **YES** to the question that asks about barriers encountered and make your selections, also complete the sections related to successes and lessons learned. We can all benefit from your experiences.

✓ **Tell your story:**
Be as comprehensive, yet as concise as possible when entering content into the open boxes, lead with your main outcomes and impacts to date, how that aligns with your goals, as well as your next steps to accomplish your plan.

✓ **Reach out for TA and support**:
If you have any questions about the progress reports, please let us know via the BPHC Contact Form or email. Current information is also provided on the SBSE Webpage. The School Based Health Alliance Webpage is a good source of resources, toolkits and information.

HRSA Health Center Program

SBSE Technical Assistance Resources

Assistance Needed	Contact
Technical Assistance Materials and Award Information	SBSE Technical Assistance Webpage
Programmatic Questions	Contact the SBSE Investments Team via the BPHC Contact Form. Under "Funding," select “Supplemental Grant Award", then “SBSE.”
Budget and Grant Administration Questions	Brian Feldman: bfeldman@hrsa.gov Nicole Turner: nturner@hrsa.gov
EHBs Submission Issues	Health Center Program Support 1-877-464-4772 Monday through Friday from 8 a.m. - 8 p.m. ET (except federal holidays) or BPHC Contact Form

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