**Arkansas School-based Health Center**

**Discretionary Grant Application**

**SECTION I: APPLICANT INFORMATION FORM**

2022-2023

This form must be completed by entities or individuals applying for discretionary grant funds from the Division of Secondary and Elementary Education.

**DESE Contact Information:**

|  |  |
| --- | --- |
| Program Manager |  Brittany Rogers |
| Email address |  Brittany.Rogers@ade.arkansas.gov |
| Phone number |  501-683-3604 |

**SECTION IA: APPLICANT INFORMATION**

|  |  |
| --- | --- |
| Applicant Name |  |
| Applicant Tax Identification Number |  |
| Applicant LEA Number |  |
| Applicant DUNS Number |  |
| Grant Authorized Contact Name |  |
| Grant Authorized Contact Position |  |
| Grant Recipient Address |  |
| Grant Authorized Contact Phone Number |  |
| Grant Authorized Contact Email |  |

**SECTION IB: GRANT INFORMATION (TO BE COMPLETED BY DESE)**

|  |  |
| --- | --- |
| Grant Award Total Amount |  $150,000.00 |
| Grant Award Period of Performance |  July 2022-June 2023 |
| Grant Award Purpose |  To promote health, wellness, and academic achievement in Arkansas public schools. |

|  |  |
| --- | --- |
| DESE Cost Center | 351085 |
| DESE Fund Center | 59W |
| DESE Fund Code | JAA10002 |
| DESE WBS Element/IO | N/A |
| APSCN Source of Funds | 2902 |
| APSCN Revenue Code | 32902 |
| Award Amount | $150,000.00  |

|  |  |
| --- | --- |
| Indirect Cost Rate |  |

\*DUNS number assignment is free and is required to receive funds from DESE. DUNS numbers can be obtained at: www.dnb.com

**Arkansas School-based Health Center**

**Discretionary Grant Application**

**TABLE OF CONTENTS**

**Section I:** Applicant Information Form

 Table of Contents

**Section II:** Program Description

* Component A. Statement of Need Page:
	+ Component B. Program Summary Page:
	+ Component C. Location of Services Page:
	+ Component D. Partnership & Stakeholders Page:

**Section III:** Program Evaluation Page:

**Section IV:** Program Budget & Budget Narrative (Excel file)

* There-Year Projected Budget Page:
* One-Year Grant Budget and Budget Narrative Page:

**Section V:** Financial Management System Narrative Page:

**Section VI:** Appendices

1. SCHOOL PROFILE Page:
2. LEA DEMOGRAPHICS Page:
3. SBHC BUILDING SKETCH & AERIAL CAMPUS MAP Page:
4. PARTNER PROFILE Page:
5. FOUR (4) LETTERS OF SUPPORT Page:
6. SBHC STAFF PROFILE Page:
7. SBHC ORGANIZATIONAL CHART Page:
8. SHAPE MENTAL HEALTH ASSESSMENT Page:
9. TERMS AND CONDITIONS AGREEMENT Page:

**SECTION II: PROGRAM DESCRIPTION (Total 150 points)**

The Program Description should describe the intent of the project in components A-D. The application will be reviewed and scored according to the quality of responses to each component.

In developing the Program Description section of the application, use the following instructions:

* + The Program Description (Components A-D) may not exceed **10 pages**. Single spacing is acceptable. Calibri, 11-point font is required. One-inch margins are required.
	+ Applicants must use the four component headings listed below in developing the Program Description narrative. **Indicate the component letter and number in the response**, (**i.e., type “A-1”, “A-2”, etc.).** Applicants may not combine two or more questions or refer to another component of the Program Description in the response, such as indicating that the response for B-2 is in C-1. **Only information included in the appropriate numbered component will be considered by reviewers.** Applications will be scored according to how well the requirements for each component of the Program Description are addressed.
	+ The number of points after each heading is the maximum number of points a review committee may assign to that component. Although scoring weights are not assigned to individual components, each component is assessed to determine the program description overall score.

**Component A: Statement of Need (30 points – approximately 1 page)**

1. Identify the need for a school-based health center (SBHC), specifically physical and mental health services. Identify existing services and document service gaps. Identify sources of data used for this purpose. (i.e. student health data, student attendance data, parent/student survey results)
2. Identify, in detail, the barriers that exist in the community (community, services, parents, etc.) which have prevented addressing the needs specified in component A-1.

**Component B: Program Summary (70 points – approximately 4 pages)**

1. Identify the LEA in which the SBHC will be housed. Provide a detailed account of the target student population served by the LEA.
2. Provide a detailed account of the overall proposed project including physical and mental health service delivery through the SBHC.
3. Provide a detailed plan for enrollment outreach, describe how the SBHC will engage specific at-risk youth and families with on-campus services, and set enrollment benchmarks related to the overall student population served within the target LEA(s).
4. Describe how the components of the overall proposal promote a sustainable program beyond the 3-year funding cycle. Define the key areas of the implementation plan which support program sustainability.
5. Provide a detailed plan of how the SBHC staff and resources will be utilized to promote health and wellness activities, resources, and education to students, staff, parents, and community.

The following appendices support Component B:

**APPENDIX B- LEA Demographics**

**Component C: Location of Services (20 points – approximately 1 page)**

1. Briefly describe the location of the proposed SBHC project and justification for choosing this location. The description should allow the reviewer to visualize the site. Be sure to take both physical and mental health service delivery into account.
2. Briefly describe the integration of the SBHC activities/outreach into the existing school environment (safety, crisis planning) and coordinated school health effort (special education services, social services, homeless, migrant, ).

The following appendices support Component C:

**APPENDIX C- SBHC Building Sketch & Aerial Campus Map:** Include a blueprint sketch of the current layout of the proposed location and a blueprint sketch following renovation. Also, include an aerial map of the campus indicating the SBHC location. Each graphic should clearly label points of interest.

**Component D: Partnership & Stakeholders (30 points – approximately 1 page)**

1. Provide a detailed account of the physical health partnership with the school, as well as the partner’s stake in the overall project including their experience in similar projects.
2. Provide a detailed account of the mental health partnership with the school, as well as the partner’s stake in the overall project including their experience in similar projects.
3. Identify other project partners and expected contribution to the overall success of the SBHC (i.e., local health unit, local pharmacy, immunizations).

The following appendices support Component D:

**APPENDIX D - Partner Profile:** Using the form provided, complete a partner profile for all services providers, including medical and mental health providers.

**APPENDIX E- Letters of support:** Include necessary letters of support from each service provider, school board member, as well as from the school district superintendent.

**APPENDIX F - SBHC Staff Profile:** Using the form provided a complete list of staff positions for the proposed center, including the primary mental health and physical health partnering staff who will carry out the required services of the center. Describe the role of each center staff person, level of effort, full-time equivalent (FTE), and qualifications.

**APPENDIX G- SBHC Organizational Chart:** Using the example SBHC organizational chart, outline the working relationship between the school district and collaborative provider organizations, including the internal and external flow of processes and communication.

**SECTION III: PROGRAM EVALUATION (30 points)**

All grant applications must provide a description of how the program will be evaluated for effectiveness. Using the program performance report forms on the next few pages, complete at least one program performance objective for each program goal that demonstrates whether the recipient is making progress towards meeting each project goal**.** For each performance objective, a target level of performance must be established to compare to actual performance data to demonstrate the recipient’s progress towards meeting or exceeding their target level of performance.

**Note:** Approved applicants will be required to submit an annual performance indicator progress report based on the performance objectives developed in this application.

Division of Elementary and Secondary Education (DESE) 

2022-2023

School-Based Health Center (SBHC)

 Performance Report

**School District District LEA Number Target School**

**1.2020-2021 LEA Total Enrollment \_\_\_\_\_\_**

**2.2022-2023 SBHC Target Student Enrollment \_\_\_\_\_ (By year three (3) the district must set a target enrollment of 75% or higher of the LEA student population.)**

**State Level Program Goal 1:** Schools providing access to school-based health center services will report an attendance rate equal to or higher than the state average. (*2020-2021 State District Average Attendance Rate 84.87%) (2020-2021 State School Average Attendance Rate 94.65%)*

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Performance Measure**  | **Target Level of Performance**  | **Actual Level of Performance**  | **Date of Achievement** |
|  |  |  |  |

**Provide a brief overview of activities:**

Division of Elementary and Secondary Education (DESE) 

2022-2023

School-Based Health Center (SBHC)

Performance Report

**State Level Program Goal 2:** Schools providing access to school-based health center services will ensure the target student population has an assigned Primary Care Provider (PCP) and has received a well child check-up in the past two years.

|  |  |  |  |
| --- | --- | --- | --- |
| **2. Performance Measure**  | **Target Level of Performance**  | **Actual Level of Performance**  | **Date of Achievement** |
|  |  |  |  |

**Provide a brief overview of activities:**



Division of Elementary and Secondary Education (DESE)

2022-2023

School-Based Health Center (SBHC)

 Performance Report

**State Level Program Goal 3:** Schools providing access to school-based health center services will operate the SBHC at a capacity that supports sustainable access to care for students, staff, and community. *(This goal must focus on establishing a target number weekly medical encounters based on the planned operating hours of the SBHC.)*

|  |  |  |  |
| --- | --- | --- | --- |
| **3. Performance Measure**  | **Target Level of Performance**  | **Actual Level of Performance**  | **Date of Achievement** |
|  |  |  |  |

**Provide a brief overview of activities:**

**SECTION IV: PROGRAM BUDGET & BUDGET NARRATIVE (10 points)**

Refer to the distribution of grant funds table on page 1 of the grant guidelines, complete the “**Three- Year Projected Budget”** tab in the excel budgetform based on the applicants funding request.

All grant applications must include a detailed year-one program budget and budget narrative. The budget narrative should explain in detail what will be purchased with grant funds. Applicant budgets must provide sufficient detail for the DESE program staff to conduct a cost analysis of the applicant’s budget.

**The amount of the budget must match the amount of grant funds requested in the application.** Changes that result in a 10% or greater deviation from any budgeted line item must be pre-approved in writing by the program manager. All costs must be budgeted in the grant recipient's approved application to be eligible to be charged to the grant. Only costs included in the approved budget will be reimbursed.

**SECTION V: FINANCIAL MANAGEMENT SYSTEM NARRATIVE (5 POINTS)**

All applicants must provide a narrative describing their accounting system and financial management system that the recipient has in place in order to properly administer grant funds. As a recipient, you must have a district financial policy/financial management system in place that is able to record and report on the receipt, obligation, and expenditure of grant funds. In your description of your accounting system, please provide a description of the following:

* + Internal controls - Your system should allow you to exercise effective control and accountability for all cash, real and personal property, and other assets. As a grant recipient, you must adequately safeguard all such property and assure that it is used solely for authorized purposes.
	+ Budget controls - Your system must allow for the comparison of expenditures with budget amounts for each grant award.
	+ Allowable costs - Your system must provide procedures for determining the reasonableness, allowability, and allocability of costs.
	+ Source documentation - Your system must require records that identify the source and application of grant funds. These records must contain detail regarding the obligation of funds, unobligated balances, assets, expenditures, income and interest and be supported by adequate source documentation.
	+ Cash management – An adequate system will require you to minimize the time between the receipt and the expenditure of grant funds, when funds are received in advance.

The applicant may provide their existing written financial management policies and procedures in order to meet this requirement.

Grant recipients must demonstrate the responsibility, financial management capacity and fiscal integrity necessary to adequately and appropriately manage awarded funds.

**SECTION VI: APPENDICES**

A. SCHOOL PROFILE

B. LEA DEMOGRAPHICS

C. SBHC BUILDING SKETCH & AERIAL CAMPUS MAP

D. PARTNER PROFILE

E. FOUR (4) LETTERS OF SUPPORT

F. SBHC STAFF PROFILE

G. SBHC ORGANIZATIONAL CHART

H. SHAPE MENTAL HEALTH ASSESSMENT

I. TERMS AND CONDITIONS AGREEMENT

**APPENDIX A: School Profile**

**School District Name:**

**Superintendent:**

**Designated Grant Administrator:**

**Email address:**

**Address:**

**City:**  **Zip Code**:  **County:**

**Phone Number:**  **Fax Number:**

**LEA School Name:**

**LEA #:** **Number of Students:**  **Grades:**

**Principal:**

**Email address:**

**Address:**

**Phone Number:**  **Fax Number:**

**CSH Coordinator:**  **Phone Number:**

**Email address:**  **Fax number:**

**Special Education Supervisor:**   **Phone Number:**

**Registered School Nurse:**  **RN Lic #:**

**Educational Service Cooperative:**

**Legislative District:**

**Amount Requested: $**

**The applicant certifies that the information on this proposal is correct and that the filing of this proposal is duly authorized by the governing body of this institution.**

**Typed Name of Superintendent Title**

**Original Signature of Superintendent Date**

**Typed Name of Principal Title**

**Original Signature of Principal Date**

**APPENDIX B: LEA DEMOGRAPHICS**

**DISTRICT DEMOGRAPHICS:**

**Total Student Enrollment as of October 1, 2021**

\_\_\_\_\_% Graduation Rate

\_\_\_\_\_% Dropout Rate

\_\_\_\_\_% Medicaid Eligible

\_\_\_\_\_% BMI Overweight/Obese

District Racial/Ethnic Composition

\_\_\_\_\_% American Indian or Alaskan

\_\_\_\_\_% Asian or Pacific Islander

\_\_\_\_\_% Black (not Hispanic)

\_\_\_\_\_% Hispanic or Latino

\_\_\_\_\_% White (not Hispanic)

\_\_\_\_\_% Other Racial/Ethnic

**TARGET LEA DEMOGRAPHICS:**

**Total Student Enrollment, as of October 1, 2021**

\_\_\_\_\_% BMI Overweight/Obese

\_\_\_\_\_% Attendance Rate

Target LEA Racial/Ethnic Composition

\_\_\_\_\_% American Indian or Alaskan

\_\_\_\_\_% Asian or Pacific Islander

\_\_\_\_\_% Black (not Hispanic)

\_\_\_\_\_% Hispanic or Latino

\_\_\_\_\_% White (not Hispanic)

\_\_\_\_\_% Other Racial/Ethnic

**APPENDIX C: SBHC BUILDING SKETCH AND AERIAL CAMPUS MAP**

Provide a before and after blueprint sketch of the facility layout and aerial campus map. Each graphic should clearly label points of interest.

**APPENDIX D: PARTNER PROFILE**

***(Complete a partner profile form for each provider offering services to or through the health center)***

**Organization/Practice Name:** \_\_

**Type of Organization/Practice: Private**  **Non-Profit**  **Other**

**Designated Agency Contact:**

**Email address:**

**Address:**

**City:**  **Zip Code:**  **County:**

**Phone Number:**  **Fax Number:**

**Provider NPI #:**

**Medicaid provider #:**

**Federal Qualified Health Center (FQHC) status: Yes\_\_\_\_\_ No\_\_\_\_\_\_**

**Brief description of the services provided by the partner:**

**Indicate in the table provided below the service hours the provider will be available on campus.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sunday**  | **Monday**  | **Tuesday** | **Wednesday** | **Thursday** | **Friday**  | **Saturday** |
| **Provider Hours**  |  |  |  |  |  |  |  |

**As a collaborating provider, we agree to enroll the SBHC site with all applicable third-party health coverage sources, including Medicaid and agree to seek third party reimbursement for eligible services rendered through the SBHC.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Collaborating Provider Date**

**DUPLICATE AS NEEDED**

**APPENDIX E: LETTERS OF SUPPORT**

The application submission must include, at least, four (4) letters of support, including a letter from physical health providers, each mental health provider, the school district superintendent, and a school board member. Support letters should include the organization’s vision and overall contribution to the SBHC.

**APPENDIX F: SBHC STAFF PROFILE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **POSITION** | **FTE** | **QUALIFICATIONS** | **DUTIES** | **EMPLOYER** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**APPENDIX G: SBHC ORGANIZATIONAL CHART EXAMPLE**



**APPENDIX H: SHAPE MENTAL HEALTH ASSESSMENT**

Districts must complete the Bronze Level School Mental Health Profile within the School Health Assessment and Performance Evaluation (SHAPE) system. The district will need to create a district level login and complete the following sections of the School Mental Health Profile: Students Served and Data Systems, Staffing, and Services and Supports. (<https://theshapesystem.com/>). The Bronze Level SHAPE Certificate of Completion should be included with the application packet submission.

**APPENDIX I: GRANT TERMS AND CONDITIONS AGREEMENT**

**By signing below, the authorized representatives certify that the applicant and collaborative providers will comply with the following terms and conditions of the School- based Health Center Program.**

1. The program will take place in a safe and easily accessible facility.
2. The applicant certifies the proposed SBHC facility does not have an existing school bond.
3. The proposed program was developed and will be carried out in an active collaboration between the school, collaborating providers and the community.
4. Funds under this grant will be used for the sole purpose of the grant, and in no case supplant federal, state, local, or non-federal mandate.
5. The applicant and collaborative partners will comply with all health and safety regulations, which are applicable to this program.
6. The applicant will use fiscal control and fund accounting procedures to ensure proper disbursement and accounting of state funds paid to the applicant under the program and in the event of an audit exception, shall repay state funds upon completion of audit resolution.
7. The applicant agrees to provide all information as directed or as requested by the Arkansas Department of Education and Division of Elementary and Secondary Education.
8. The applicant certifies that no funds have been or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee or any federal or state department or agency.
9. The applicant and collaborative partners will ensure equitable services will be offered to all students regardless of payable sources.
10. The applicant and collaborative partners will adhere to confidentiality, consent, and transaction guidelines according to HIPAA and FERPA guidelines, as it applies.
11. The applicant and collaborative partners will maintain a working relationship with the physician of a child’s medical home, to ensure that individual patient health plans are executed effectively and efficiently.
12. The applicant and collaborative partners will provide a comprehensive range of services that meet the specific physical and mental health needs of the target population.
13. The applicant must require parents to sign written consents for minor children to receive services provided at the SBHC.
14. The applicant and collaborative partners will abstain from actively encouraging parents and/or guardians of minors served by the district, from enrolling with the on-campus provider, if the minor has an existing primary care provider and has received an Early and Periodic Screening, Diagnostic and Treatment (**EPSDT**) visit or well child visit within the past 2 years.

By signing below, the applicant and collaborative providers are indicating that they have read and agreed to comply with all the terms and conditions of the School-Based Health Center Program.

**Signature of Superintendent District Date**

**Signature of Primary Medical Provider Organization Date**

**Signature of Primary Mental Health Provider Organization Date**