



STATE OF MICHIGAN

DEPARTMENT OF COMMUNITY HEALTH
LANSING

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Child and Adolescent Health Center Transition Plan Requirements

Should an organization funded for operation of a Child and Adolescent Health Center (CAHC) for any reason terminate its contract with MDCH; or should MDCH terminate a CAHC contract with a fiduciary/sponsoring agency, written notification per the terms of the contract must be provided by the initiating party. Should the sponsoring agency wish to explore the feasibility of another fiduciary/sponsoring agency for the CAHC, a formal written request must be submitted to MDCH. **MDCH MAKES NO GUARANTEE THAT REQUESTS FOR CHANGES IN FIDUCIARY/SPONSORING AGENCY WILL BE GRANTED.** If MDCH agrees to explore the change in fiduciary/sponsoring agency, the prospective fiduciary must submit an application containing the elements outlined on page 2 of this document at a date to be determined by MDCH.

Should a CAHC need to close its current service location for any reason (e.g., school closing, lease lost on school-linked health center, etc.) or any period of time, the fiduciary/sponsoring agency must notify MDCH if a change in location is proposed for the CAHC. **MDCH MAKES NO GUARANTEE THAT REQUESTS FOR CHANGES IN LOCATION WILL BE GRANTED.**

If MDCH agrees to explore the change in location, the fiduciary/sponsoring agency must submit an application containing the elements outlined on page 3 of this document at a date to be determined by MDCH.

Regardless of whether the transition proposed is a transition of fiduciary/sponsoring agency or school location, the following will be required:

1. **Written assurances** that abortion services, counseling and referral will not be provided as part of the services offered; and for programs providing services on school property, **written assurances** that family planning drugs and/or devices will not be prescribed, dispensed or otherwise distributed on school property must be provided by the proposed fiduciary/sponsoring agency.
2. A **statement of assurance of compliance** with all federal and state laws and regulations prohibiting discrimination and with all requirements and regulations of the Michigan Department of Community Health and Michigan Department of Education.
3. Proposed **budget summary and cost detail (prepared on MDCH standard budget forms: DCH-0385 and DCH-0386) and budget justification (narrative)** for each line item on the budget.
4. **Application narrative**, to include the elements as outlined below, and
5. A **new and fully signed contract**, to be initiated by MDCH via MPCA, upon MDCH review and approval of the application and budget.

MDCH MAKES NO GUARANTEE THAT REQUESTS FOR CHANGES IN FIDUCIARY/SPONSORING AGENCY OR REQUESTS FOR CHANGES IN LOCATION WILL BE GRANTED.

Application Elements for Proposed Transition to a New Fiduciary/Sponsoring Agency

- Description of agency qualifications to sponsor and operate the CAHC including:
 - overall agency budget
 - number of years of agency existence/experience in primary care and/or adolescent health services delivery, and
 - experience in management of grants of similar size and scope
- Plan and timeline for hiring and/or identification of CAHC primary provider, Medical Director, Coordinator and/or other staff. Include in this plan an organizational chart which summarizes lines of authority/oversight for CAHC staff.
- Description of proposed services and programs to be delivered by the CAHC, as well as plans for referrals for services not provided by the CAHC. Note that **upon any approval of a change in fiduciary/sponsoring agency, agency and CAHC staff will need to develop and submit a new work plan for approval to MDCH.**
- Proposed hours of operation and estimated date of CAHC opening under new sponsor.
- Plan and timeline for set-up of billing and CAHC reporting systems. Description of billing system that will be used for obtaining third-party reimbursements including a description of how client confidentiality will be maintained. For adolescent CAHC's, a description of how billing of confidential services will be managed is also required.
- Draft copy of consent form.
- At a minimum, submit draft copies of the following policies for review: parental consent/consent for care, request for medical records/release of information, confidentiality, child abuse and neglect reporting. Note that **these policies must be approved by the CAC**; if significant changes in policies (from the former to the proposed sponsoring agency) are evident; and/or if significant changes in the CAC are proposed, new CAC approvals will be required.
- Written approval (new interagency agreement or letter of intent to enter new interagency agreement) from school system for school-based sites that includes approval of location of the health center, administration of needs assessment survey, parental consent policy and services to be provided.
- Description of how transfer of medical records will be carried out and/or how consent will be obtained for service delivery under new sponsoring medical organization.
- Timeline for obtaining CLIA certificate of waiver, waste disposal license and for obtaining MSDS documentation as appropriate to the health center site.
- Description of quality improvement process, including peer review and client satisfaction surveys which satisfy the Minimum Program Requirements.
- Statement of agreement to participate in MCIR (health center specific account).
- Statement of agreement to have main provider certified as an HIV Counselor-Tester through MDCH-HAPIS or through the MDCH CAHC specific training (adolescent sites only).

Application Elements for Proposed Transition to a New Location:

- Needs assessment justifying rationale for selection of proposed location including needs of population and evidence that CAHC will be accepted, accessible and utilized in the proposed location.
- Description of proposed services and programs to be delivered by the CAHC. Note that **upon any approval of a change in CAHC location, CAHC staff will need to develop and submit a new work plan for approval to MDCH.** Include a complete description of confidential services to be provided for adolescent health center locations. Note that elementary health center locations must also provide a minimum .50 FTE mental health provider as part of its staffing/service plan.
- Description of any proposed staffing changes that would occur as a result of the transition.
- Proposed hours of operation and estimated date of CAHC opening in proposed location. Include a timeline and description of any necessary renovation and construction. Note that the budget forms and narrative should include costs and source of funding for all renovation and construction costs. *Architectural, renovation and construction services or costs (drywall, construction) are NOT allowable expenses. Electrical, plumbing, flooring, equipment, wiring and hardware ARE allowable expenses.*
- Description of client recruitment and marketing plans, including specifically how consent will be obtained.
- Description and timeline for CAC development according to the Minimum Program Requirements, including youth input for adolescent health center locations and parent participation for elementary health center locations.
- Draft copy of consent form.
- At a minimum, submit draft copies of the following policies for review: parental consent/consent for care, request for medical records/release of information, confidentiality, child abuse and neglect reporting. Note that **these policies must be approved by the CAC**; if significant changes in policies (from the former to the proposed sponsoring agency) are evident; and/or if significant changes in the CAC are proposed, new CAC approvals will be required.
- Written approval (new interagency agreement or letter of intent to enter new interagency agreement) from school system for school-based sites that includes approval of location of the health center, administration of needs assessment survey, parental consent policy and services to be provided. Elementary health center locations must also include approval for the process by which students will access the health center during the school day.
- Timeline for obtaining CLIA certificate of waiver, waste disposal license and for obtaining MSDS documentation as appropriate to the proposed health center location.
- Statement of agreement to continue participation in MCIR (health center specific account).