



**APPLICATION FOR CONTINUATION FUNDING
FOR
SCHOOL-BASED AND SCHOOL-LINKED CHILD
AND ADOLESCENT HEALTH CENTERS,
SCHOOL WELLNESS PROGRAMS, AND
NETWORK PROJECTS
(October 1, 2018-September 30, 2019)**

Issued Collaboratively By:

Michigan Department of Health and Human Services
&
Michigan Department of Education

Responses due May 18, 2018

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APPLICATION FOR CONTINUATION OF FUNDING FOR THE CHILD AND ADOLESCENT HEALTH CENTER PROGRAM

Introduction and Purpose

The Michigan Department of Health and Human Services (MDHHS) in collaboration with the Michigan Department of Education (MDE) issues this application for continuation funding for the Child & Adolescent Health Center Program for the period **October 1, 2018 through September 30, 2019**. Support is contingent upon the availability of funds. Contracts will be issued by the Michigan Primary Care Association (MPCA). Contract management, training, technical assistance and consultation will be provided by MDHHS through the Child and Adolescent Health Center Unit.

The purpose of this application guidance is to provide **current** state-funded child and adolescent health centers, school wellness programs, network projects, including behavioral health services models, with sufficient information to enable them to prepare and submit continuation applications for one of the following grants:

Clinical Child & Adolescent Health Center Grants— designed to provide primary care (including well care and diagnosis and treatment for both acute and chronic illness), psychosocial and health promotion/disease prevention services, Medicaid outreach activities, and access to Medicaid preventive services in a “consumer” friendly manner and atmosphere to eligible children and youth. The health center shall provide clinical services a minimum of five days per week. Total primary care provider clinical time shall be at least 30 hours per week over five days. Mental health provider time must be a minimum of 20 hours per week. A minimum of 500 unduplicated youth for adolescent sites must be served.

Alternative Clinical Health Center Grants – designed to provide primary care (including well care and diagnosis and treatment for both acute and chronic illness), psychosocial and health promotion/disease prevention services, Medicaid outreach activities, and access to Medicaid preventive services in a “consumer” friendly manner and atmosphere to eligible children and youth. Alternative Clinical Health Centers (ACHC) differ from Clinical centers only in the number of hours they are required to be open and the number of youth required to be reached. Total primary care provider clinical time shall be at least 24 hours per week over at least three days. Mental health provider time must be a minimum of 12 hours per week. ACHCs must serve a minimum of 200 unduplicated youth.

School Wellness Program (SWP) Grants- School Wellness Program services (individual health services, individual and group health education and training, and professional development to school staff) must be provided. Each applicant will

propose the specific services to be provided, based on the documented needs of students in the school. Full time RN and mental health counseling and/or services must be provided as part of this program a minimum of five days per week. A minimum of 350 unduplicated youth must be served per year. Services should not supplant existing services.

Behavioral Health Services Model (BHS) Grants – Behavioral Health Services Models provide individual and family counseling, screenings, group education and intervention, and prevention and early intervention services. Other BHS services include school-wide promotion activities and professional development to school staff. A minimum of 40 hours per week of mental health counseling and/or services must be provided in one school building during the school year. A minimum of 50 unduplicated youth must be served per year.

Network School Model Project Grants – The Adolescent Health Center Network School Model Project contains a clinical CAHC in a centralized hub school with 3-5 satellite schools providing clinical, school nursing, and/or behavioral health services that work in conjunction with the Pathways to Potential staff at each school. The main hub follows the requirements of Child and Adolescent Health Centers, with each satellite school following their respective clinical, SWP or BHS model requirements.

The services provided should aim at achieving the best possible physical, intellectual and emotional health status of the target population. See the Minimum Program Requirements for all models of programming in *Attachments A, B and C*. Services must also include Medicaid outreach activities as outlined in *Attachment D*.

Eligible Providers

Eligible providers include public and non-profit entities (e.g., local health departments, schools, federally qualified health centers, non-profit hospitals and other health care or social service agencies) **currently receiving Child & Adolescent Health Center funding for FY 18.**

Assurances

To be eligible for funding, all applicants must provide written assurance that abortion services, counseling, and referrals for abortion services will not be provided as part of the services offered. For programs providing services on school property, written assurance will be required that family planning drugs and/or devices will not be prescribed, dispensed or otherwise distributed on school property as mandated in Michigan School Code. Proposals must include 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 Education and Michigan Department of Health and Human Services. Applicants must also agree to a statement of assurance that your assigned CAHC consultant will be notified in writing within 10 days of a main medical or mental health provider vacancy. **These assurances must be acknowledged by checking the corresponding boxes on the cover sheet (Attachment E) and must include an original signature from a binding authority.** The application coversheet is also available at www.michigan.gov/cahc.

Target Population

The target population for school-based child and adolescent health centers, SWPs and BHS' are youth 5 through 21 years old; while school-linked health centers serve only adolescents between the ages of 10 through 21 years. School-based and school-linked health centers may also serve the infants and young children of adolescents.

The Application

Applicants must submit a complete response to this application guidance following the format described in Part III of this document. Applications should be prepared simply and economically, providing a concise description of the requirements of the continuation application guidance. **Each application (including application coversheet, staffing list, GAS work plan, budgets and other forms/attachments) must be submitted electronically in ONE PDF DOCUMENT and saved as "*Health Center Name-NCAP-FY19*". An official authorized to legally bind the applicant organization to its provisions must sign the application cover letter. Signature pages should also be scanned into the application PDF document.**

Due Date

The application is due on or before May 18, 2018. Applications will be considered as meeting the deadline if they are received via e-mail to the MDHHS CAHC mailbox (at mdhhs-cahc@michigan.gov) and to your assigned consultant on or before the deadline date. **No hand-delivered, mailed or faxed copies will be accepted.**

Acknowledgement

All publications, including reports, films, brochures, and any project materials developed with funding from this program, must contain the following statement: "These materials were developed with state funds allocated by the Michigan Department of Health and Human Services and Michigan Department of Education."

Americans with Disabilities Act

The Michigan Departments of Health and Human Services and Education are committed to providing equal access to all persons in admission to, or operation of, its programs or services. Individuals with disabilities needing accommodations for effective participation in this program are invited to contact the Michigan Department of Health and Human Services or Michigan Department of Education for assistance.

Availability of Application

This application is available from the Michigan Department of Health and Human Services and can be accessed via the CAHC website at www.michigan.gov/cahc.

Where to Obtain Assistance

Questions regarding this continuation application should be directed to your assigned MDHHS Consultant.

PART II: ADDITIONAL INFORMATION

Funding Process

The Michigan Department of Education and Health and Human Services will make the Child & Adolescent Health Center grants available through a non-competitive process for FY 19. Only those child and adolescent health centers and school wellness programs receiving funding in FY 18 will be eligible for funding in FY 19.

Contracts

Contracts will be issued by the Michigan Primary Care Association (MPCA). The payment schedule, budget approval process, and financial reporting requirements will be outlined in the official grant agreement between MPCA and the local grantee.

Continuation of Funding

Financial support is contingent upon the availability of funds. Contracts will be issued by MPCA. Training, technical assistance, quality assurance and consultation will be provided by the MDHHS through the Child and Adolescent Health Center Unit.

Funding Strategy

Base FY 19 allocations are as follows:

Model	Allocation*
Clinical, School-based	\$195,000
Clinical, School-linked	\$250,000
Clinical, FQHC	\$195,000
Alternative Clinical, School-based	\$135,000
Alternative Clinical, School-linked	\$190,000
Alternative Clinical, School-linked FQHC	\$165,000
School Wellness Program	\$150,000

All contracts are performance-based. Each contract will have a minimum projected number that must be reached in order to receive full funding. Minimum projected numbers by model are:

- Clinical adolescent health centers must serve a minimum of 500 unduplicated users per year.
- Alternative clinical health centers must serve a minimum of 200 unduplicated users per year.
- School Wellness Programs must serve a minimum of 350 unduplicated users per year.
- Behavioral Health Services models must serve a minimum of 50 unduplicated users per year.

The projected user number should be based on your best estimate of the number of clients to be served during the year and not simply the minimum number required to be served. Any decreases in user number from the prior grant year must be justified in writing as part of this application. MDHHS reserves the right to negotiate user numbers with all funded applicants.

Awards are contingent on the availability of funds. Neither MDHHS nor MDE are liable for any costs incurred by applicants prior to the final execution of a contract. A local match of **30%** of the state allocation base amount is required.

If one organization is applying for more than one grant or more than one model of funding, separate applications, work plans, and budgets must be submitted.

Technology Requirements

Each funded applicant is required to have an accessible electronic mail account (email) to facilitate ongoing communication between MDHHS, MDE and grantees. All funded grantees will be included on the state-funded CAHC list serve, which serves as the primary vehicle for communication between MDE, MDHHS, and grantees. All applicants must have an internet connection to access online reporting databases.

Clinical and Alternative Clinical sites **MUST** have the necessary technology and equipment to support billing and reimbursement from third party payers and to verify insurance status of children and youth accessing the center. All clinical centers and any school wellness programs providing immunization services must have the ability to utilize the Michigan Care Improvement Registry (MCIR).

Project Oversight and Reports

After grants are awarded, the contractor will carry out the proposed programming under the general direction and oversight of MDHHS. The contractor will be required to submit reports to the departments as outlined in the CAHC Report Fact Sheet (Attachment F). The reports are subject to be used by the Michigan Departments of Health and Human Services and of Education to assist in evaluating the effectiveness of programs funded under the state grants program.

Part III. Instructions and Format of the Proposal

Application Review and Approval

All applications will be reviewed by MDHHS. Applications must address all of the identified criteria and contain all of the requested information in the format laid out in this guidance.

A. TITLE PAGE – (COVERSHEET and STAFFING LIST)

Complete the **Coversheet** and **Staffing List** included as Attachment E (also available via www.michigan.gov/cahc).

Please note that the projected user number should be based on your best estimate of the number of clients to be served during the year and not simply the minimum number required to be served. **Any decreases in user number from the prior grant year must be justified in writing** as part of this application. MDHHS reserves the right to negotiate user numbers with all funded applicants.

B. GOAL ATTAINMENT SCALING (WORK PLAN) and FOCUS AREA SELECTION WORKSHEET

All workplans must be submitted in the **Goal Attainment Scaling (GAS)** format and must cover the time period of October 1, 2018 through September 30, 2019. A copy of the FY19 GAS template is available at: www.michigan.gov/cahc. Since this is a non-competitive application, you may seek technical assistance from your assigned CAHC Program Consultant in establishing appropriate targets for the required objectives. **NOTE: If significant programmatic changes have been made to the GAS from the previous year, please provide a brief narrative explaining the changes.**

New!! The **Focus Area Selection** Worksheet must be accompanied with the GAS workplan and cover the time period of October 1, 2018 through September 30, 2019. The worksheet provides supplemental information on the two evidence-based programs or clinical interventions chosen to address the selected focus area(s). A copy of this worksheet can be found at: www.michigan.gov/cahc.

C. BUDGET and Budget Justification

Budget Forms: Prepare a line-item budget for the period of October 1, 2018 through September 30, 2019 on both the **Budget Summary** and **Cost Detail Form** for the amount requested. Budget forms are available at www.michigan.gov/cahc. All in-kind resources and hard match must also be included. The budget and budget narrative should clearly delineate specific staff and staff costs, percentage of fringe benefits, travel and purchases supported with state dollars. Travel should include funds for at least one staff from each center to attend the mandatory CAHC Coordinators' Training in the fall and other MDHHS –required trainings, as applicable. **NOTE: Indirect costs are not an allowable expense with these grant funds.**

Please include separate columns for state funding and in-kind breakdown on the budget forms. A separate cost detail page is required for each column on the summary page. Please use the FY19 budget forms. Visit www.michigan.gov/cahc for required budget pages and templates.

New!! Budget Justification: Budget narratives must provide detailed descriptions of planned expenditures, including justification and rationale as detailed in the **required Budget Justification Template**. The Budget Justification Template is available at: www.michigan.gov/cahc.

ATTACHMENT A
**Clinical and Alternative Clinical Minimum
Program Requirements**

MINIMUM PROGRAM REQUIREMENTS CHILD AND ADOLESCENT HEALTH CENTERS CLINICAL AND ALTERNATIVE CLINICAL MODELS

ELEMENT DEFINITION:

Services provided through the Child and Adolescent Health Center Program are designed specifically for children and adolescents ages 5 through 21 years and are aimed at achieving the best possible physical, intellectual, and emotional health status. The infants and young children of adolescents can also be served through this program.

Included in this element are school-based health centers; and school-linked adolescent-only health centers (which serve only adolescents between the ages of 10 through 21 years) designed to provide comprehensive primary care, psychosocial and mental health services, health promotion/disease prevention, and outreach services.

MINIMUM PROGRAM REQUIREMENTS:

1. The health center shall provide a range of health and support services based on a needs assessment of the target population/community and approved by the community advisory council. The services shall be of high quality, accessible, and acceptable to youth in the target population. Age-appropriate prevention guidelines and screening tools must be utilized.
 - a) Clinical services shall include, at a minimum: primary care including health care maintenance, immunization assessment and administration using the MCIR, care of acute and chronic illness; confidential services including mental health services, STD diagnosis and treatment and HIV counseling and testing as allowed by state and/or federal law; health education and risk reduction counseling; and referral for other services not available at the health center. (See Attachment 1: Services Detail).
 - b) Each health center shall implement two evidence-based interventions with fidelity and/or clinical interventions in at least one of the approved focus areas as determined through needs assessment data (For approved focus areas, see Attachment 2: Focus Areas).
2. Clinical services provided, including mental health services, shall meet the recognized, current standards of practice for care and treatment for the population served.
3. The health center shall not provide abortion counseling, services, or make referrals for abortion services.
4. The health center, if on school property, shall not prescribe, dispense, or otherwise distribute family planning drugs and/or devices.

5. The health center shall provide Medicaid outreach services to eligible youth and families and shall adhere to Child and Adolescent Health Centers and Programs outreach activities as outlined in MSA 04-13.
6. If the health center is located on school property, or in a building where K-12 education is provided, there shall be a current interagency agreement defining roles and responsibilities between the sponsoring agency and the local school district.

Written approval by the school administration and local school board exists for the following:

- a) Location of the health center
 - b) Administration of a needs assessment process to determine priority health services for the population served; which includes, at a minimum, a risk behavior survey for adolescents served by the health center
 - c) Parental consent policy
 - d) Services rendered in the health center
7. The health center shall be located in a school building or an easily accessible alternate location.
 8. The health center shall be open during hours accessible to its target population, and provisions must be in place for the same services to be delivered during times when school is not in session. Not in session refers to times of the year when schools are closed for extended periods such as holidays, spring breaks, and summer vacation. The school-based health center shall designate specific hours for services to be provided to adolescents only (when the center serves both children aged 5 to 10 and adolescents), and a policy shall exist to this effect. These provisions shall be posted and explained to clients.

Clinical Centers: The health center shall provide clinical services a minimum of five days per week. Total primary care provider clinical time shall be at least 30 hours per week. Mental health provider time must be a minimum of 20 hours per week. Hours of operation must be posted in areas frequented by the target population.

Alternative Clinical Centers: The health center shall provide clinical services a minimum of three consistent days per week. Total primary care provider clinical time shall be at least 24 hours per week. Mental health provider time must be a minimum of 12 hours per week. Hours of operation must be posted in areas frequented by the target population.

The health center shall have a written plan for after-hours and weekend care, which shall be posted in the health center including external doors, and explained to clients. An after-hours answering service and/or voicemail with instructions on accessing after-hours care is required.

9. The health center shall have a licensed physician as a medical director who supervises the medical services provided and who approves clinical policies, procedures and protocols.

10. The health center staff shall operate within their scope of practice as determined by certification and applicable agency policies:
 - a) The center shall be staffed by a certified nurse practitioner (FNP, PNP), licensed physician, or a licensed physician assistant working under the supervision of a physician. Nurse practitioners must be certified or eligible for certification in Michigan; accredited by an appropriate national certification association or board; and have a current, signed collaborative practice agreement with the medical director or designee. Physicians and physician assistants must be licensed to practice in Michigan.
 - b) The health center must be staffed with a minimum of a licensed Masters level mental health provider (i.e. counselor or Social Worker). Appropriate supervision must be available.
11. The health center must establish a procedure that doesn't violate confidentiality for communicating with the identified Primary Care Provider (PCP), based on criteria established by the provider and the Medical Director.
12. The health center shall implement a continuous quality improvement plan for medical and mental health services. Components of the plan shall include, at a minimum:
 - a) Practice and record review shall be conducted at least twice annually by an appropriate peer and/or other staff of the sponsoring agency, to determine that conformity exists with current standards of care. A system shall also be in place to implement corrective actions when deficiencies are noted. A CQI Coordinator shall be identified. CQI meetings, that include staff of all disciplines working in the health center, shall be held at least quarterly. These meetings shall include discussion of reviews, client satisfaction survey and any identified clinical issues.
 - b) Completing, updating, or having access to a needs assessment process conducted within the last three years to determine the health needs of the population served including, at a minimum, a risk behavior survey for adolescents.
 - c) Conducting a client satisfaction survey at a minimum annually.

13. A local community advisory council shall be established and operated as follows:
 - a) A minimum of two meetings per year
 - b) The council must be representative of the community and include a broad range of stakeholders such as school staff
 - c) One-third of council members must be parents of school-aged children/youth
 - d) Health care providers shall not represent more than 50% of the council
 - e) The council must approve the following policies and the health center must develop applicable procedures:
 1. Parental consent policy
 2. Requests for medical records and release of information that include the role of the non-custodial parent and parents with joint custody
 3. Confidential services as allowed by state and/or federal law
 4. Disclosure by clients or evidence of child physical or sexual abuse, and/or neglect
 - f) Youth input to the council shall be maintained through either membership on the established advisory council; a youth advisory council; or through other formalized mechanisms of involvement and input.
14. The health center shall have space and equipment adequate for private physical examinations, private counseling, reception, laboratory services, secured storage for supplies and equipment, and secure paper and/or electronic client records. The physical facility must be barrier-free, clean, and safe.
15. The health center staff shall follow all Occupational Safety and Health Act guidelines to ensure protection of health center personnel and the public.
16. The health center shall conform to the regulations determined by the Department of Health and Human Services for laboratory standards.
17. The health center shall establish and implement a sliding fee scale, which is not a barrier to care for the population served. Clients must not be denied services because of inability to pay. CAHC state funding may be used to offset any outstanding balances to avoid collection notices and/or referrals to collection agencies for payment.
18. The health center shall establish and implement a process for billing Medicaid, Medicaid Health Plans and other third party payers.
19. The billing and fee collection processes do not breach the confidentiality of the client.
20. Revenue generated from the health center must be used to support health center operations and programming.

CHILD AND ADOLESCENT HEALTH CENTERS CLINICAL AND ALTERNATIVE CLINICAL MODELS

Attachment 1: Services Detail

The following health services are required (*or recommended) as part of the Child and Adolescent Health Center service delivery plan:

PRIMARY CARE SERVICES

- Well child care
- EPSDT screenings and exams
- Comprehensive physical exams
- Risk assessment/other screening
- Laboratory services
 1. CLIA Waived testing
 2. Specimen collection for outside lab testing
- *Other diagnostic, screening and/or preventive services
 1. Hearing and vision screening
 2. Tympanometry
 3. Preventive oral applications
 4. Spirometry
 5. Pulse oximetry
 6. Telehealth capabilities
 7. Office microscopy

MENTAL HEALTH SERVICES

- Mental Health services provided by a Master's level mental health provider.

ILLNESS/INJURY CARE

- Minor injury assessment/treatment and follow up
- Acute illness assessment/ treatment and follow up &/or referral

CHRONIC CONDITIONS CARE

- Includes assessment, diagnosis and treatment of a new condition
- Maintenance of existing conditions based on need, collaborations with PCP/specialist or client/parental request
- Chronic conditions may include: asthma, diabetes, sickle cell, hypertension, obesity, metabolic syndrome, depression, allergy, skin conditions or other specific to a population

IMMUNIZATIONS

- Screening and assessment utilizing the MCIR and other data
- Complete range of immunizations for the target population utilizing Vaccine for Children and private stock
- Administration of immunizations
- Appropriate protocols, equipment, medication to handle vaccine reactions

HEALTH EDUCATION

STI & HIV EDUCATION, COUNSELING, & VOLUNTARY TESTING

- Education appropriate for age, other demographics of the target population, and needs assessment data
- Risk assessment, historical and physical assessment data informs individualized care
- CAHC-trained HIV counselor/tester is on site
- Testing for and treatment of STI and testing and referral for HIV treatment is on site

“CONFIDENTIAL SERVICES” AS DEFINED BY MICHIGAN AND/OR FEDERAL LAW

- Confidential services are those services that may be obtained by minors without parental consent
- Confidential services include: mental health counseling, pregnancy testing & services, STI/HIV testing and treatment, substance use disorder counseling and treatment, family planning (excluding contraceptive prescription/distribution on school property).

REFERRAL

- PCP, specialists, dental services, community agencies, etc.

REV 10/2017

**CHILD AND ADOLESCENT HEALTH CENTERS
CLINICAL AND ALTERNATIVE CLINICAL MODELS
and SCHOOL WELLNESS PROGRAMS
Attachment 2: Focus Areas**

Each year, health centers and SWPs should review their needs assessment data to determine priority health issues that are of such significance to their target population to warrant an enhanced “focus” for the upcoming year. Each center is required to implement at least two evidence based programs or clinical interventions to begin to address the needs within the selected focus area(s).

FOCUS AREAS

- ALCOHOL/TOBACCO/OTHER DRUG PREVENTION
- CHRONIC DISEASE MANAGEMENT
- HIV/AIDS/STI PREVENTION
- NUTRITION AND PHYSICAL ACTIVITY
- PREGNANCY PREVENTION

Focus areas are meant to provide services above and beyond what would typically be provided in comprehensive primary care. It is expected that each of these focus areas will be a part of comprehensive primary care already, but interventions selected for the focus area requirement should be significantly beyond typical care. Strategies should be intensive, evidence-based, and include appropriate evaluation methods to assess impact and progress on meeting focus areas.

REV 10/2017

ATTACHMENT B
School Wellness Program Minimum Program

MINIMUM PROGRAM REQUIREMENTS SCHOOL WELLNESS PROGRAM

1. The School Wellness Program (SWP) shall provide a range of health and support services based on a needs assessment of the target population/community and approved by the community advisory council. The services shall be of high quality, accessible, and acceptable to youth in the target population. Age-appropriate prevention guidelines and screening tools must be utilized.
2. The SWP shall provide clinical nursing services full time during the school year. Clinical services shall include individual health services that fall within the current, recognized scope of registered nurse (RN) practice in Michigan.
Individual health services provided by the nurse may include: screening/nursing assessments, case finding, immunization assessment and administration, first aid for minor injuries, chronic care interventions, hearing and vision screening, blood pressure monitoring, blood glucose monitoring, case management and/or referral to other needed primary care and specialty medical services
3. Each SWP shall implement two evidence-based programs with fidelity and/or clinical interventions in at least one of the approved focus areas as determined through needs assessment data (For approved focus areas, see Attachment 2: Focus Areas).
4. The SWP shall develop a plan, in conjunction with appropriate school administration and personnel, to provide training and/or professional development to teachers and school staff in areas relevant to the SWP and school-specific needs.
5. The SWP shall provide direct mental health services full time during the school year. Mental health services provided shall fall within the scope of practice of the licensed mental health provider and shall meet the current recognized standards of mental health practice for care and treatment of the population served.
6. The SWP shall not, as part of the services offered, provide abortion counseling, services, or make referrals for abortion services.
7. The SWP shall not prescribe, dispense or otherwise distribute family planning drugs and/or devices on school property.
8. The SWP shall provide Medicaid outreach services to eligible youth and families and shall adhere to Child and Adolescent Health Centers and Programs outreach activities 1 and 2 as outlined in MSA 04-13.
9. The SWP shall have a licensed physician as a medical director who supervises the medical services provided and who approves clinical policies, procedures, protocols, and standing orders.

10. The SWP nursing staff shall adhere to medical orders/treatment plans written by the prescribing physician and/or standing orders/medical protocols written by other health care providers for individuals requiring health supervision while in school.
11. The SWP shall have a licensed registered nurse (preferably with a Bachelor of Science in Nursing), with experience working with child/adolescent populations) on staff, working under the general supervision of a physician during all hours of operation.
12. The SWP shall have a mental health provider on staff. The mental health provider shall hold a minimum of a Master's level degree in an appropriate discipline and shall be licensed to practice in Michigan. Clinical supervision must be available for all fully licensed providers and provided for any Master's level provider with limited licensure while completing hours towards full licensure.
13. The SWP staff shall provide services in no more than two school buildings. The SWP services shall be available during hours accessible to its target population.
14. Written approval by the school administration and local school board exists for the following:
 - a) Location of the SWP within the school building
 - b) Administration of a needs assessment process for students in the school
 - c) Administration of or access to a needs assessment for teachers/staff
 - d) Parental consent policy
 - e) Services rendered through the SWP
15. A current interagency agreement shall define the roles and responsibilities between the local school district and sponsoring agency; and the school-based health center, if one exists in the same school district.
16. Services provided shall not breach confidentiality of the client. Policies and procedures shall be implemented regarding proper notification of parents, school officials (when allowable and appropriate), and/or other health care providers when additional care is needed or when further evaluation is recommended. The SWP must establish a procedure that doesn't violate confidentiality for communicating with the identified Primary Care Provider (PCP), based on criteria established by the provider and the Medical Director.

Policies and procedures regarding notification and exchange of information shall comply with all applicable laws e.g., HIPAA, FERPA and Michigan statutes governing minors' rights to access consent for care.
17. The SWP shall implement a continuous quality improvement plan for nursing and mental health services. Components of the plan shall include at a minimum:
 - a) Practice and client record review shall be conducted at least twice annually by an appropriate peer and/or other peer-level staff of the sponsoring agency, to determine that conformity exists with current standards of care. A system shall also be in place to implement corrective actions when deficiencies are noted.

- b) Completing, updating, or having access to a needs assessment process conducted within the last three years to determine the health needs of the population served including, at a minimum, a risk behavior survey for adolescents served by the SWP.
 - c) Conducting a client satisfaction survey at a minimum annually.
18. A local community advisory council shall be established and operated as follows:
- a) A minimum of two meetings per year
 - b) The council must be representative of the community and include a broad range of stakeholders such as school staff
 - c) One-third of council members must be parents of school-aged children/youth
 - d) Health care providers shall not represent more than 50% of the council
 - e) The council must approve the following policies and the SWP must develop applicable procedures:
 - 1. Parental consent policy
 - 2. Requests for medical records and release of information that include the role of the non-custodial parent and parents with joint custody
 - 3. Confidential services as allowed by state and/or federal law
 - 4. Disclosure by clients or evidence of child physical or sexual abuse, and/or neglect
 - f) Youth input to the council shall be maintained through either membership on the established advisory council; a youth advisory council; or through other formalized mechanisms of involvement and input.
19. The SWP shall have space and equipment adequate for private visits, reception, private counseling, secured storage for supplies and equipment, and secure paper and/or electronic client records. The physical facility must be barrier-free, clean and safe.
20. The SWP shall follow all Occupational Safety and Health Act guidelines to ensure protection of SWP personnel and the public.
21. For SWPs participating in billing: the SWP shall establish and implement a sliding fee scale, which is not a barrier to care for the population served. Users must not be denied services because of inability to pay. CAHC state funding may be used to offset any outstanding balances to avoid collection notices and/or referrals to collection agencies for payment.
22. For SWPs participating in billing: the billing and fee collection processes do not breach the confidentiality of the client.

REV 1/2018

**CHILD AND ADOLESCENT HEALTH CENTERS
CLINICAL AND ALTERNATIVE CLINICAL MODELS
and SCHOOL WELLNESS PROGRAMS
Attachment 1: Focus Areas**

Each year, health centers and SWPs should review their needs assessment data to determine priority health issues that are of such significance to their target population to warrant an enhanced “focus” for the upcoming year. Each center is required to implement at least two evidence based programs or clinical interventions to begin to address the needs within the selected focus area(s).

FOCUS AREAS

- ALCOHOL/TOBACCO/OTHER DRUG PREVENTION
- CHRONIC DISEASE MANAGEMENT
- HIV/AIDS/STI PREVENTION
- NUTRITION AND PHYSICAL ACTIVITY
- PREGNANCY PREVENTION

Focus areas are meant to provide services above and beyond what would typically be provided in comprehensive primary care. It is expected that each of these focus areas will be a part of comprehensive primary care already, but interventions selected for the focus area requirement should be significantly beyond typical care. Strategies should be intensive, evidence-based, and include appropriate evaluation methods to assess impact and progress on meeting focus areas.

REV 10/2017

ATTACHMENT C
Behavioral Health Services Model
Minimum Program Requirements

**MDHHS CHILD AND ADOLESCENT HEALTH CENTER PROGRAM
BEHAVIORAL HEALTH SERVICES MODEL (BHS)
MINIMUM PROGRAM REQUIREMENTS**

Services

1. The BHS shall be open and provide a full time mental health provider (40 hours) in one school building during the school year. Services shall: a) fall within the current, recognized scope of mental health practice in Michigan and b) meet the current, recognized standards of care for children and/or adolescents.
2. In addition to maintaining a client caseload, the service delivery plan must be reflective of the needs of the school and must include a minimum of 2 of the following components/services:
 - a. treatment groups using evidence-based curricula and interventions;
 - b. school staff training and professional development relevant to mental health;
 - c. building level promotion, such as school climate initiatives, bullying prevention, suicide prevention programs, etc
 - d. classroom education related to mental health topics
 - e. case management to and partnerships with other private/public social service agencies
3. These services shall not supplant existing school services. This program is not meant to replace current special education related social work activities provided by school districts. Programs funded under this program shall not take on responsibilities outside of the scope of these Minimum Program Requirements (Individualized Educational Plans, etc.).
4. The BHS shall provide Medicaid outreach services to eligible youth and families and shall adhere to Child and Adolescent Health Centers and Programs (CAHCPs) outreach activities 1 and 2 as outlined in MSA 04-13.
5. Services provided shall not breach the confidentiality of the client.
6. The BHS center shall not provide abortion counseling, services, or make referrals for abortion services.
7. The BHS center, if on school property, shall not prescribe, dispense, or otherwise distribute family planning drugs and/or devices.

Staffing/Clinical Care

8. The mental health provider shall hold a minimum master's level degree in an appropriate discipline and shall be licensed to practice in Michigan. Supervision must be available for all licensed providers. Limited license providers working towards full licensure in contract with a licensed supervisor would also be appropriate.
9. The BHS shall have a Michigan-licensed mental health professional who, through a signed

letter of agreement, supervises the general mental health services provided to individuals, families or groups.

10. All BHS program staff and contractors shall have proper liability insurance coverage.
11. The BHS services shall be available during hours accessible to its target population. The BHS shall be open during hours accessible to its target population, and provisions must be in place for the same services to be delivered during times when school is not in session. Not in session refers to times of the year when schools are closed for extended periods such as holidays, spring breaks, and summer vacation. These provisions shall be posted and explained to clients. The BHS center shall have a written plan for after-hours and weekend care, which shall be posted in the center including external doors, and explained to clients. An after-hours answering service and/or answering machine with instructions on accessing after-hours mental health care is required.
12. A minimum caseload of 50 clients must be maintained annually.

Administrative

13. Written approval by the school administration exists for the following:
 - a. location of the BHS within the school building;
 - b. parental and/or minor consent policy; and
 - c. services rendered through the BHS.
14. If the mental health provider is not hired by the school district, a current signed interagency agreement must be established between the local school district and mental health organization that defines the roles and responsibilities of the BHS provider and of any other mental health staff working within the school. This agreement must also include a plan for transferring clients and/or caseloads if the agreement is discontinued or expires.
15. The mental health provider or contracting agency must bill third party payors for services rendered. Any revenue generated must be used to sustain the BHS and its services. The BHS site shall establish and implement a sliding fee scale, which is not a barrier to health care for adolescents. Adolescents must not be denied services because of inability to pay. CAHC state funding must be used to offset any outstanding balances (including copays) to avoid collection notices and/or referrals to collection agencies for payment.
16. Policies and procedures shall be implemented regarding proper notification of parents, school officials, and/or other health care providers when additional care is needed or when further evaluation is recommended. Policies and procedures regarding notification and exchange of information shall comply with all applicable laws e.g., HIPAA, FERPA and Michigan statutes governing minors' rights to access care.

17. The BHS shall implement a quality assurance plan. Components of the plan shall include, at a minimum:

- a. ongoing record reviews by peers (semi-annually) to determine that conformity exists with current standards of practice. A system shall be in place to implement corrective actions when deficiencies are noted;
- b. conducting a client satisfaction survey/assessment at least once annually.

18. The BHS must have the following policies:

- a. parental and/or minor consent;
- b. custody of individual records, requests for records, and release of information that include the role of the non-custodial parent and parents with joint custody;
- c. confidential services; and
- d. disclosure by clients or evidence of child physical or sexual abuse, and/or neglect.

19. The BHS shall have representation on the Clinical Hub community advisory council in a manner consistent with all mandated legislative language. The BHS site has youth input in to the Clinical Hub advisory committee which is maintained through either membership on the established local advisory committee; a youth advisory committee; or through other formalized mechanisms of youth involvement and input.

Physical Environment

20. The BHS shall have space and equipment adequate for private counseling, secured storage for supplies and equipment, and secure paper and electronic client records. The physical facility must be youth-friendly, barrier-free, clean and safe.

REV 9/2015

ATTACHMENT D: Medicaid MSA Bulletin



Michigan Department of Community Health

Distribution: Medicaid Health Plans 04-08
Local Health Departments 04-05
Federally Qualified Health Centers 04-01

Issued: August 24, 2004

Subject: Outreach Activities

Effective: October 1, 2004

Programs Affected: Medicaid

Child & Adolescent Health Centers and Programs (CAHCPs), under agreement with the Michigan Department of Community Health, will begin performing Medicaid outreach activities on behalf of the Medicaid Health Plans (MHPs) effective October 1, 2004. CAHCPs were formerly known as school-based, school-linked health centers and the Michigan Model program. This bulletin describes the categories of outreach services that the CAHCPs are expected to perform under the agreement. All outreach activities must be specific to the Medicaid program.

CAHCPs are expected to perform outreach activities to potential and current Medicaid beneficiaries in the following categories:

Medicaid Outreach and Public Awareness

Activities that are to be performed include those associated with informing eligible or potentially eligible individuals about Medicaid covered benefits and how to access them. This includes providing information about Early and Periodic Screening, Diagnosis and Treatment (EPSDT) services or making referral for such services. This category of outreach also includes coordinating and presenting information about Medicaid through media resources, health fairs and other community forums.

Facilitating Medicaid Eligibility Determination

Activities in this category of Medicaid outreach are related to assisting potential Medicaid eligible individuals in applying for Medicaid benefits. This includes explaining eligibility rules and assisting with the completion of the Medicaid application. It also includes referring individuals to the Michigan Family Independence Agency to make application for benefits.

Program Planning, Policy Development and Interagency Coordination Related to Medical Services

Under this category of outreach activities, the CAHCPs must work collaboratively with other community agencies to assure the delivery of Medicaid-covered services. This includes tracking requests for referrals and coordinating services with the Medicaid Health Plans. Activities that include development of health programs and services targeted to the Medicaid population fall into this category.

Referral, Coordination, and Monitoring of Medicaid Services

Outreach activities in this category include development of program resources for program-specific services at CAHCPs. Coordination of programs and services at the school and/or community levels and monitoring delivery of Medicaid services within the school and/or community are included. CAHCPs may provide information such as that for EPSDT services or making referrals for family planning services.

Medicaid-Specific Training on Outreach Eligibility and Services

Activities that fall into this category of outreach are those that focus on coordinating, conducting, or participating in training and seminars to instruct patients, school personnel, health center staff and community members about the Medicaid program and benefits and how to assist families in accessing Medicaid services. Outreach-related activities include training that enhances early identification, screening and referral of children and adolescents for EPSDT services or behavioral health needs. This category includes development and presentation of training modules regarding Medicaid eligibility and benefits to health center and school health staff and other stakeholders, such as parents and guardians.

Related Documents

The Department will work with the MHPs and the Michigan Primary Care Association (representing the CAHCPs) to develop agreements through which these outreach activities will be coordinated.

Public Comment

Public comment on this bulletin will be accepted and considered for future policy revisions. Comments may be submitted to MDHHS Program Policy Division, PO Box 30479, Lansing, MI 48909-7979.

Manual Maintenance

Retain this bulletin for future reference.

Questions

Any questions regarding this bulletin should be directed to Provider Support, P.O. Box 30731, Lansing, Michigan 48909-8231, or e-mail at ProviderSupport@michigan.gov. When you submit an e-mail, be sure to include your name, affiliation, and phone number so you may be contacted if necessary. Providers may phone toll-free 1-800-292-2550.

Approval

Paul Reinhart, Director
Medical Services Administration



**ATTACHMENT E: Application Coversheet & Staffing List
FY 19 CAHC Non-Competitive Application**

Applicant fiduciary name:	CAHC address:
CAHC name:	
Contact Person (name, email, phone):	
Authorized agency signatory name and title:	
Authorized agency signature:	

Type of CAHC (<i>check all that apply</i>): <input type="checkbox"/> Clinical <input type="checkbox"/> Alternative Clinical <input type="checkbox"/> School Wellness Program <input type="checkbox"/> Behavioral Health Services <input type="checkbox"/> Network Services Model
Number of youth in target area/Number of youth in school : _____
Number of unduplicated youth targeted for FY19: _____
<input type="checkbox"/> Check box if changes were made to focus areas in FY19 GAS <i>**Please highlight any changes made directly on GAS document**</i>
Amount of Funds Requested:

Assurances

Abortion services, counseling and referrals for abortion services will not be provided as part of the services offered.

Services will comply with all federal and state laws and regulations prohibiting discrimination and with all requirements and regulations of the MDHHS and MDE.

Family planning drugs and/or devices will not be prescribed, dispensed or otherwise distributed (*only check assurance if located on school property*).

All CAHC Minimum Program Requirements will be met through the CAHC proposal.

CAHC will notify CAHC Agency Consultant in writing within 10 days of main medical or mental health provider absence.

Authorized agency signature:

Date:



FY19 CAHC Staffing List

CAHC Site Name:

List **all** staff members that work in the CAHC (e.g. Coordinator, Medical Director, Medical Provider, Mental Health Provider, Medical Assistant, RN, RD, Dental Hygienist, Outreach Coordinator, Case Manager, Health Educator, etc.).

Staff Name	Title/Position/ FTE	Email	Phone	Position paid w/ Grant Funds? (Y/N)



**ATTACHMENT F:
Child and Adolescent Health Center Program FY 19 Report Factsheet
Content Relevant to: All Program Types**

QUARTERLY REPORTS INCLUDE:

- Clinical Reporting Tool
- GAS Report

WHEN ARE QUARTERLY REPORTS DUE?

Reports are due each quarter. A fall/year-end report is due with the 4th quarter reports.

GAS and CRT Reports	Due Date
1st Quarter FY 2019 Report October 1, 2018 - December 31, 2018	January 30, 2019
2nd Quarter FY 2019 Report January 1, 2019 - March 31, 2019	April 30, 2019
3rd Quarter FY 2019 Report (including YTD numbers): April 1, 2019 - June 30, 2019	July 30, 2019
4th Quarter/FY 2019 Year-End Report: July 1, 2019 – September 30, 2019	October 30, 2019
All reports (with the exception of the GAS and fall/year-end report) must be submitted using the Clinical Reporting Tool. GAS and Fall/Year-End reports must be e-mailed to your assigned consultant with a CC to mdhhs-cahc@michigan.gov .	