

WHO SHOULD PARTICIPATE IN 2007-2008 SCHOOL-BASED HEALTH CARE CENSUS?

Partnerships between schools and community health organizations that deliver health care to students within a fixed site on school campus [SCHOOL-BASED]

Programs without a fixed site that rotate a health care team through a number of schools [MOBILE]

Health care programs that are formally or informally linked with schools to coordinate and promote health care for students on campus; clinical services are not provided on school site [SCHOOL-LINKED]

HOW SHOULD THE CENSUS BE COMPLETED?

Census 2007-2008 should be completed by the person who is most knowledgeable about the clinical care provided in your health center, such as the primary care provider, mental health provider, or clinic director.

Please try to answer all questions.

If you are unable to complete every section, provide as much data as possible. We appreciate any amount of information you can provide.

Complete a separate questionnaire for each SBHC site you represent. For programs on campuses that serve several schools, complete one survey and provide information on all grades served within the immediate campus. Mobile programs may complete one survey (use final section of survey to describe the locations served).

All questions refer to the school year (2007-2008) unless otherwise specified

CENSUS DIRECTIONS

STEP ONE: CREATE "LIST" OF SBHCS

To begin the census process, you will create a list of SBHCS for which YOU will be completing the national SBHC census survey. Click the "MY LIST" button. A roster of all SBHCS in the NASBHC database from your state will appear. Place a check mark () in the far left column for every site that you intend to complete a survey. If you have many SBHCS in your state, the list may be long. You may sort the list by school name or city to make the search easier. Simply click on the appropriate column header to sort the SBHC roster.

STEP TWO: ONCE "LIST" IS COMPLETE, YOU CAN:

- Update the SBHC's contact information by hitting the "Update" button
- Remove the SBHC from your list by hitting the "Remove" button
- Fill out the census survey by clicking on the "Survey" button.

STEP THREE: ONCE I'M IN THE SURVEY

- Be sure to hit the "RIGHT ARROW" button at the bottom of each survey section to ensure your data are saved.
- You can exit the survey at any time and return through the web site log in. "MY LIST" will appear when you re-enter. Hit the "Survey" button to return to the survey.

NOTE: If someone other than you has already selected a specific SBHC, the title will be in **red**.

ADD NEW SBHCS TO THE NATIONAL DATABASE

To add a SBHC to "MY LIST" that does not appear in the state roster, click the "Add New SBHC" button from the SBHC list page. Complete the standard information for this new site. When you hit the "SAVE" button at the bottom of the page the new site will automatically be added to "MY LIST".

TO COMPLETE

At the completion of the survey you will be prompted to hit the "Submit Final Results" button. From the last page you can print your completed survey or log out.

WHAT IF I HAVE MULTIPLE SITES?

If you are completing the census survey for multiple sites, we've added a time saving feature. Once you have completed your first survey and submitted the results, each additional survey will self-populate with answers from the first. You will only need to change data that is not identical.