

## NMASBHC Exemplary School-Based Health Center Award Application

### 2018 Instructions

#### **Introduction**

The New Mexico Alliance for School-Based Health Care (NMASBHC) recognizes exemplary school-based health centers (SBHC) as part of its annual statewide award program. Awardees will be selected by NMASBHC and recognized at the 2018 Toe to Head (formerly Head to Toe) SBHC Pre-Conference and at the NMASBHC Annual Meeting.

Exemplary SBHC Award applicants are expected to have met the basic *School-Based Health Centers in New Mexico Definition, Description, and Defining Characteristics* located at [www.nmasbhc.org/exemplary\\_sbhc.html](http://www.nmasbhc.org/exemplary_sbhc.html), AND demonstrate in the application how they are meeting the *Defining Characteristics of Exemplary School-Based Health Centers*. The goal, when completing the application, is to describe as clearly as possible why the SBHC deserves recognition as an exemplary SBHC. If you have questions or comments about the application or the award process, please email Kim Stanek, at [kimstane.nmasbhc@gmail.com](mailto:kimstane.nmasbhc@gmail.com).

NOTE: Each individual SBHC that has previously received the Exemplary SBHC Award is ineligible to resubmit an application for 3 years (for example 2016 awardees cannot resubmit until 2019).

#### **Requirements and Tips for Developing and Submitting Your Application**

- ☐ Download and complete your application. Use your SBHC name to save application
- ☐ Submit your application electronically by **February 28, 2017** (read and follow the "Electronic Submission Instructions" included in the application packet);
- ☐ Encourage your entire SBHC team to collaborate on developing the application;
- ☐ Complete Parts A, B, & C of the application;
- ☐ Provide the required signatures of support from your sponsor agency and school administration; and
- ☐ Identify and provide other supporting documents specific to your SBHC applicant (websites, flyers, reports, testimonials, pictures, videos, etc.). Name the documents using the characteristic number and document name (**e.g. 1-SBHC Confidentiality Policy**).

#### **If your sponsor operates more than one SBHC:**

- ☐ Select your strongest SBHC(s);
- ☐ Emphasize what is unique and extraordinary about each SBHC applicant; and
- ☐ Submit a separate application for each SBHC, and ensure each application and supporting documents are unique to the specific SBHC applicant.

#### **Submission Checklist**

Prior to submission of the application, use the following checklist and make one final review to confirm that all required information is included and complete. If application is not fully complete by the deadline, it will not be considered for the award.

#### **Part A. Tell Us about Your School-Based Health Center**

- ☐ 1. About the SBHC
- ☐ 2. About the SBHC Sponsoring Agency
- ☐ 3. About the School
- ☐ 4. Person Submitting the Application
- ☐ 5. Short introduction and background narrative about the SBHC for which you are applying

#### **Part B. Exemplary Characteristics**

Completion of the narrative sections and provision of supporting materials for each of the exemplary characteristics

- |   |   |
|---|---|
| <input type="checkbox"/> 1. Student-Centered Services                 | <input type="checkbox"/> 5. Population-Based Health Promotion |
| <input type="checkbox"/> 2. Involved Student Participants             | <input type="checkbox"/> 6. SBHCs and Schools as Partners     |
| <input type="checkbox"/> 3. Responsive Health Services                | <input type="checkbox"/> 7. Leadership                        |
| <input type="checkbox"/> 4. Sound Administrative and Clinical Systems |   |

#### **Part C. Assurances (electronic signatures acceptable)**

- ☐ Applicant on behalf of the SBHC signature
- ☐ SBHC medical sponsor signature
- ☐ School leadership (superintendent and/or principal) signature

**Application Deadline: February 28, 2018**

**Submit electronically to:** <https://www.dropbox.com/request/rQ9JWcw9ceGWBGZUB8mY>

\*Early submission is encouraged to allow for technical support if needed.