Questions on the same topic were grouped together and one answer provided for similar questions.

**1. Question**: The form requires data from 7/1/15-6/30/16. However, since the current school year is still in session, can you please confirm if we should input data for the period 7/1/15 through 3/31/16 or should we provide actual data from 7/1/15 through 3/31/16 and prorate data for the period 4/1/16 through 6/30/16?

**2. Question**: This workbook, which is due back to you by 5-6-16, is asking for data through 6-30-16. How would you like us to proceed?

**Response to Questions 1 and 2:** Please use estimates for unknown data, i.e., for incomplete fourth quarter data that you currently do not have available. For example, look at the previous year’s data and estimate the numbers for this year. You should have current data for quarters 1-3 and quarter 4 will need to be estimated.

**3. Question:** How do we determine our estimates for Enrollment, Users, and Visits through the remainder of the school year?

**Response:**To determine your estimates for enrollment, users, and visits for the last quarter of the school year please use the previous year’s data that you have already compiled. This data may be adjusted according to your current enrollment and information that you have with regard to incoming/outgoing students, e.g., graduating students, incoming freshman.

**4. Question:** The Adolescent Health Center currently has 3 SBHC sites. Should we complete 1 form for each SBHC site or will 1 form combining all three SBHC sites suffice?

**Response:** Yes.  Please complete one form for each SBHC site.  If you have 5 sites then 5 Assessment forms need to be completed.

**5. Question:** Is this similar to the Year End Report in the past years?

**Response:** Yes, some of the information requested is similar to the data you provide for your End of Year Reports.

**6. Question**: Do Total Visits include Medical and Mental Health and Health Education visits?

**Response:** Yes, please count all visit types in the totals reported. This is very similar to how you complete the EOY reports for your site(s). Please include billable and non- billable visits in your totals.

**7. Question:** For the total number of visits (a.5 and a.6) do all visit types for enrolled and non-enrolled students count (i.e., mental health and first aid)?

**Response:** Yes, see the answer in # 6 for further direction.

**8. Question:** Under 'Operating Expenses-Personal Services', does the Medical Director refer to the Supervising Physician for the SBHC Program, or the Medical Director for the sponsoring agency?

**Response:** The Medical Director refers to the supervising physician for the SBHC program.

**9. Question:** If there were no Social Workers or Psychologists on the 2015-2016 budget, do we just leave that field blank or put 'NA'?

**Response**: Yes, you may use either N/A or leave blank.

**10. Question:** Is the information for this form based on the 2015-2016 budget and what has transpired thus far?

**Response:** Yes, use your most current data.

**11. Question:** Under 'Revenue Sources', where should I include the 2015-2016 Grant COLA and HCRA (1&2) COLA?

**Response:** You should include the 2015-2016 HCRA COLA (1&2) and Grant COLA revenue under “All Other Sources.”

**12. Question:** With regard to Medicaid revenue, we have not received full receipts for 2016 to date. Can we use receipts from a comparable quarter (i.e., Oct-Dec 2015) to estimate the expected receipts for both the Jan-Mar and the Apr-Jun quarters?

**Response:** Yes, please estimate the expected receipts for the above quarters.

**13. Question:** Do you have any other recommended strategy to estimate or project Medicaid receipts?

**Response**: No, please estimate data from previous year’s fourth quarter data trend or an average from quarters 1-3 of this fiscal year (i.e. 7/1/15-3/31/16) whichever estimate seems most representative of this year’s fourth quarter data.

**14. Question:** As many students graduate high school in January, the current school enrollment may be an underestimate of the 2015-16 year’s enrollment.  Do you object to our using a previously standardized date for SBHC enrollment numbers which would be the October 1st 2015 school enrollment number (as we have that from our SBHC 2nd quarter report)?

**Response:** You may use the school enrollment number from October 2015 report. Please adjust if you have the information with regard to incoming / outgoing students. i.e., graduation/new entering from previous grade (6th grade incoming, 9th grade incoming).

**15. Question:** Who does the Contact Name refer to (SBHC Program Director or Person who is completing this Site Assessment form)?

**Response:** The Contact Name refers to the individual who is completing the form.

**16. Question:** What if the SBHC plans on hiring a LCSW or LMSW for the next contract period (2016-2017) should you fill those positions in under personal expenses?

**Response:** This assessment workbook is for expenditures and revenue for the 2015-16 contract period. Please do not include personal expenses for positions that will be hired in the 2016-17 contract period.

**17. Question:** How should expenses such as travel to conferences be recorded?

**Response:** Please itemize all NPS expenses under page 2 in your assessment workbook. All expenses will be reviewed for program approval.

**18. Question:** For question a.4 and a.6 SBHC Medicaid Enrolled Users and Visits 2015-16 and for part C. Revenue Sources, Medicaid (line 70) should I include both Medicaid (MA) and Medicaid Managed Care (MMC) children?

**Response:** Yes, you should enter and include both MA and MMC for a.4 users, a.6 visits and part C Revenue Sources-Medicaid Revenue.

**19. Question:** Do you typically share the formula for how the funding is determined and allocated/disbursed?

**Response:** The completion of the Workbook is a “first step” in obtaining a snap shot of the SBHCs expenditures and revenues. The funding formula for the procurement cannot be released at this time.

**20. Question**: How should data/spending for mental health/behavioral health be captured for an Article 31 clinic? Knowing that it falls under Office of Mental health, did you want to see the data or should it be excluded?

**Response:** The SBHC Workbook was designed to capture Article 28 expenditures and revenues. We understand that some SBHCs have an additional Article 31 component. Do not include Article 31 data.

**21. Question:** Should dental health data/expenditures be excluded entirely?

**Response:** The SBHC-D funding is not included in this procurement. Dental health data for expenditures and revenue should not be reported in this worksheet.

**22. Question:** For Operating Expenses, is it the total expense to run the SBHC program?

**Response:** Yes. Please include all allowable expenses (**do not** include expenses related to dental services) for the SBHC program.

**23. Question:** Under Revenue Source – does this include revenue generated by clinic code visits?

**Response:** Yes, Revenue generated by clinic codes should be listed under Medicaid, Child Health Plus and Private Insurance, as appropriate.

**24. Question:** Under Operating Expenses, identifying staff not supported by grant, should non-grant staff be included in the Personal Services expenses e.g., the Medical Director who is not on the Grant budget? For other Personal Services, do we need to include those staff who supervise the Social Workers and Nurse Practitioners at the school sites?

**Response:**  Include all staff under Other (Please specify) that support the SBHC Program regardless of whether the staff are funded by the grant.