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HPM&amp;B

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**Development of a Program Manual for the School Health Program  
(SHP)**

Author (s)

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School Based Health Centers (SBHC) are partnerships created by schools and community health organizations to provide on-site medical and mental health services that promote the health and educational success of school-aged children and adolescents. These centers provide comprehensive primary and preventive health and mental health care services for children and youth in schools. This is especially important for students whose families may have encountered significant barriers in accessing these services, particularly since there are no out-of-pocket expenses.

The SBHC movement has grown nationally since it began in 1981. As the program matured in New York State, policies, procedures, guidelines, and directives were developed to provide structure and facilitate management of the program. The goal of this internship is to develop a School Health Program manual that helps ensure the intent of the Program is accurately communicated and that there is more consistency in the way the Program is implemented and managed. In order to compile a comprehensive SBHC program manual, research was conducted on existing policies in New York State, other states, guidelines and key informants and stakeholders were interviewed. Data was also collected to look at the trends over the years, to see whether the appropriate populations are served and if their needs were met. This data will be the initial step in developing a report for SBHC. By the end of the internship, it is hoped that the updated program manual will be revised several times and the final draft completed.