COLORADO
School Health Services Program

Local Services Plan (LSP) Development Strategies

Participation Requirements

To receive Medicaid reimbursement, each school district/BOCES which enters into a contract with HCPF on behalf of the state of Colorado must:

- Assess the health care needs of its students, including an assessment of the needs of uninsured and underinsured students
- Obtain and incorporate community input to establish health priorities
- Develop an LSP according to guidelines issued by the Colorado Department of Education (CDE)

Developing a Five-Year Local Services Plan

These guidelines are intended to help school districts in developing a five-year LSP. The LSP must be developed in accordance with the guidelines issued by the Colorado Department of Education (CDE). Required elements of the plan include:

Step 1: Develop an informational document.

- Detail your district School Health Services Program including the 5-year Local Services Plan development process
- Detail expectations for participation on the Community Advisory Committee
    - Time commitment to attend several meetings to establish student health and health related needs
    - Provide list of examples of approved services to be explored
        - How can district get the most services for their money?
        - Medicaid outreach, application assistance, enrollment, coordinated school health programs
    - Other possible health services:
        - enhanced vision/hearing screening, health supplies and equipment, increased staffing hours for clinic aids or district registered nurses, mental health services such as anti-bullying, and suicide prevention classes for staff and students,
    - Outline responsibilities including determining health needs, prioritizing needs and determining how funds will be assigned to needs
    - Determine dates of meetings providing ample prior notification
    - Reserve meeting rooms

Step 2: Develop a Community Advisory Committee

- Include a variety of local service providers such as, county agencies, Community Based Organizations, School Based Health Centers, Coordinated School Health Coordinator, district registered nurses, clinic aids, district social workers, Community Based Health and Mental Health Providers, Community Center Board, community members, group home and foster care, Migrant Programs, Homeless Liaison, probation and parole officers, County Public Health and Environment Registered Nurses, charter school staff, public housing, refugee programs, religious organization food bank or health care providers, School-to Work Programs, county social services, students and parents, teen parenting programs, food bank staff, community child advocates, previous advisory committee members
    - Create email list of community members
- Inquire has your county Department of Health and Environment completed a Community needs assessment
    - State law requires an assessment every 5 years
    - Request a copy of assessment for LSP development process
- Develop meeting invitation with meeting dates and locations
    - Email invitation to prospective members
    - Request an RSVP for each meeting
        - Require participants attend initial meeting
        - Members may not be able to attend all meetings but still which to participate
    - Include informational document explaining program
    - Develop survey for community members and district staff to complete electronically

Step 3: Develop meeting agenda

- Welcome and introductions
- Establish ground rules for meeting
- Review informational document
    - Clarify goals and responsibilities
        - Identify health needs for all students including the uninsured (up to 30% can be allocated to uninsured)
        - Review budget for five-year LSP
        - Allocate funds to each health need.

Step 4: Create Local Services Plan

- Develop procedures for monitoring and reporting the delivery of LSP health services including students served, cost of services, number of pieces of equipment purchased.
- CDE LSP templates and guidelines have been emailed to each district required to create a new plan.