

# SBHS Program checklist for new school districts

**Step 1: Visit HCA's School-Based Health Care Services (SBHS) Program [webpage](#) and review the following:**

- SBHS Program 101 training [video](#)
- SBHS Program [Billing Guide](#)
- Sample SBHS Program [contract](#)

[hca.wa.gov/billers-providers-partners/programs-and-services/school-based-health-care-services-sbhs](http://hca.wa.gov/billers-providers-partners/programs-and-services/school-based-health-care-services-sbhs)

Transhealth program	
Transportation services (nonemergency)	
	<b>Additional information</b> <ul style="list-style-type: none"><li>• <a href="#">SBHS one-paper</a></li><li>• <a href="#">SBHS 101 training video</a> <a href="#">  pdf</a></li><li>• <a href="#">SBHS billing guide</a></li><li>• <a href="#">SBHS checklist for interested/new school districts</a></li><li>• <a href="#">Sample SBHS contract</a></li><li>• <a href="#">Contractor intake form</a></li><li>• <a href="#">List of SBHS contracted school districts</a></li></ul>

## Step 2: Fill out the Contractor Intake Form

- School districts, ESDs, charter and tribal schools interested in participating in the SBHS Program must complete a [Contractor Intake Form](#). Fill out Boxes 1-5. Leave Box 6 blank.
- Submit completed form to HCA's [SBHS Program Manager](#) at [Shanna.Muirhead@hca.wa.gov](mailto:Shanna.Muirhead@hca.wa.gov).

## Step 3: Sign the SBHS contract

- HCA emails the SBHS contract to the district for review
- The district signs the contract electronically via DocuSign

## Step 4: Get a National Provider Identifier

- School districts, ESDs, charter schools, tribal schools and school providers who participate in the SBHS Program are required to have a [National Provider Identifier](#) (NPI).
- School districts, ESDs, charter schools, tribal schools, and school providers can register for an NPI through the National Plan and Provider Enumeration System (NPPES) [website](#).

## ABOUT THE SBHS PROGRAM

The SBHS Program provides fee-for-service Medicaid reimbursement to public school districts, educational service districts, charter, and tribal schools for certain early intervention health-related services or special education health-related services. The SBHS Program is administered by the WA State Health Care Authority (HCA).

Services are reimbursable when a student has Title XIX Medicaid coverage and the services are included in the student's current Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP).

Reimbursable services include audiology, counseling/mental health, nursing, occupational, physical, and speech-language therapy services. Services must be provided by or under the direction of WA State Department of Health licensed providers.

More information:  
[www.hca.wa.gov/sbhs](http://www.hca.wa.gov/sbhs)

### Step 5: Decide if your district will 'self-bill' or use a billing agent/clearinghouse

- School districts, ESDs, charter schools and tribal schools have the option to either self-bill or to contract with a non-HCA affiliated billing agent/clearinghouse for assistance with claim submissions.
- There are costs associated with contracting with a billing agent. Self-billing is free.
- School districts interested in self-billing may view the [How to Submit SBHS Claims training](#). HCA can also provide free 1:1 ProviderOne training to districts, ESDs, charter schools and tribal schools interested in self-billing.

### Step 6: Fill out Provider and Contact Update [form](#) and email a copy to HCA's SBHS Program Manager

- On the Provider Information page:
  - Enter information for all providers that will be participating in the SBHS Program (name, provider type, taxonomy, NPI, license info, etc.)
    - List only Department of Health licensed providers/assistants/interim permit holders
  - Add name of licensed supervisor(s) for any OTAs, PTAs, SLPAs, or interim permit holders
- On the Contact Information page:
  - Add school district contact information
- Directions on how to complete this form can be found on the Provider Instructions page and Contact Instructions page at the bottom of the form

### Step 7: [Set up](#) the district's ProviderOne account and enroll providers

- ProviderOne (P1) is HCA's online Medicaid Management and Information System (MMIS). All SBHS Medicaid payments are processed through ProviderOne.
- Each school district, ESD, charter and tribal school interested in participating in the SBHS Program must set up a ProviderOne account. During the account set up, districts will also enter information for each eligible provider who will participate in the program.
- HCA's Office of Provider Enrollment will approve the district's ProviderOne application within 4-16 weeks.
- Districts may contact Provider Enrollment at [ProviderEnrollment@hca.wa.gov](mailto:ProviderEnrollment@hca.wa.gov) or 1-800-562-3022 ext. 16137 for application assistance or to check on the status of the district's ProviderOne application.

### Step 8: Register with OneHealthPort

- After the ProviderOne account is approved by HCA, the district must register with OneHealthPort in order to access the ProviderOne account: [OHP registration directions and FAQ](#)

### Step 9: Schedule ProviderOne training

- ProviderOne training (e.g., how to enroll providers, how to view claim payments/denials, how to update district information, etc.) is available for school district staff accessing ProviderOne
  - Note: Servicing providers (e.g., speech therapists, physical therapists, nurses, etc.) do not access ProviderOne and do not need ProviderOne training
- Email [ProviderRelations@hca.wa.gov](mailto:ProviderRelations@hca.wa.gov) to schedule ProviderOne training (as needed)
- Self-service trainings are also available on HCA's SBHS [webpage](#)

### Step 10: Share resources and trainings with service providers:

- [SBHS billing guide](#)
- Billing for audiology services - [video](#) | [pdf](#)
- Billing for mental health services - [video](#) | [pdf](#)
- Billing for nursing services - [video](#) | [pdf](#)
- Billing for occupational therapy services - [video](#) | [pdf](#)
- Billing for physical therapy services - [video](#) | [pdf](#)
- Billing for speech-language therapy services - [video](#) | [pdf](#)