The School-Based Health Care Services (SBHS) program is an optional Medicaid program administered by the Health Care Authority (HCA). The SBHS program reimburses contracted school districts, educational service districts, charter schools, and tribal schools for providing medically necessary services to Medicaid eligible children per their individualized education program (IEP) or individualized family service plan (IFSP). Services must be provided by Department of Health licensed providers.

This checklist is intended to help onboard school districts interested in contracting with the SBHS program.

Step 1: Complete Contractor Intake form
- School districts, educational service districts, charter schools, and tribal schools interested in participating in the SBHS program must complete a Contractor Intake form.
- This form is located on the SBHS webpage at https://www.hca.wa.gov/billers-providers-partners/programs-and-services/school-based-health-care-services-sbhs#contract.
- School districts must submit the completed form to the SBHS program manager via email at shanna.muirhead@hca.wa.gov.

Step 2: Sign SBHS interagency agreement
- After the school district submits the Contractor Intake form to the SBHS program manager, HCA drafts an SBHS interagency agreement also known as a contract.
- HCA emails the interagency agreement to the contact listed on the Contractor Intake form for electronic signature.
- The school district must sign and date the interagency agreement and return to the HCA’s Contracts Department at contracts@hca.wa.gov.

Step 3: Register for a National Provider Identifier
- School districts and individual providers participating in the SBHS program are federally required to obtain a National Provider Identifier (NPI).
- School districts and individual servicing providers can register for a NPI through the National Plan and Provider Enumeration System (NPPES) at https://nppes.cms.hhs.gov/#/.

Step 4: Enroll as a billing provider in ProviderOne
- ProviderOne (P1) is HCA’s secure, online Medicaid billing system.
- Contracted school districts must enroll as a billing provider in ProviderOne in order to receive Medicaid reimbursement through SBHS.
- School districts should view the training How to enroll as a billing provider located on the SBHS webpage for assistance with setting up the district’s ProviderOne account.

Step 5: Review SBHS trainings
- School districts should review the SBHS 101 training available on the SBHS webpage.
- Individual providers should also view the provider training relevant to their provider type. All provider trainings are available on the SBHS webpage.
Step 6: Designate a SBHS coordinator

- School districts should designate one or two school district staff to serve as the SBHS coordinator(s).
  - The SBHS coordinator is responsible for:
    - Enrolling providers in ProviderOne
    - Submitting claims in ProviderOne (self-billing schools)
    - Maintaining and submitting to HCA the Provider and Contact Update form (HCA Form 12-325)
    - Receiving all SBHS correspondence via HCA’s email notification system, GovDelivery
    - Receiving IGT (local match) A-19 invoices from HCA and forwarding to appropriate school district staff

Step 7: Review Checklist for new SBHS coordinators

- The person designated as the SBHS coordinator should review the Checklist for new SBHS coordinators available on the SBHS webpage.
- Contact the SBHS program manager with any questions!

Questions?
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SBHS webpage: https://www.hca.wa.gov/billers-providers-partners/programs-and-services/school-based-health-care-services-sbhs